**Policy statement**

Little Buds ensure that all parents/guardians are made aware of any closures in the playgroup. We also ensure that all staff, children and parents/guardians feel safe and secure when on the premises. Little Buds also know that sometimes, there are unplanned incidents within the playgroup. This policy outlines these incidents and how Little Buds will deal with them.

**Procedures**

**Fire Safety**

The basis of fire safety is risk assessment. These are carried out by a ‘compètent Person’.

The leader has received training in fire safety sufficient to be competent to carry out risk

assessment; this will be written where there are more than five staff. This will follow the

guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

* clearly displayed in the premises;
* explained to new members of staff, volunteers and parents; and
* Practiced regularly at least once every six weeks.

Records are kept of fire drills and the servicing of fire safety equipment.

**Emergency evacuation procedure**

Our procedures for practicing drills include:

* How children are familiar with the sound of the fire alarm.
* How the children, staff and parents know where the fire exits are.
* How children are led from the building to the assembly point.
* How they will be accounted for and who by.
* How long it takes to get the children out safely.
* Who calls the emergency services and when in the event of a real fire.
* How parents are contacted.

**The fire drill record book contains:**

Date and time of the drill.

How long it took.

Whether there were any problems that delayed evacuation.

Any further action taken to improve the drill procedure.

**Intruders**

An intruder is an individual in the setting who has not followed established visitor procedures and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

 Any member of staff who observes an individual in the setting who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the setting or should contact a member of staff for assistance.

The person approaching the suspicious individual will determine if the person poses a safety hazard or just needs to be made aware of the settings visitors’ policy.

While determining the status of a visitor, every effort will be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be children will be given reassurances as to their own and others safety and well-being.

**A) Procedure: visitor with legitimate business no pass**

1. Staff will identify the person and determine their purpose or need for being in the setting.
2. They will escort person and have them check in as a visitor. They will ensure they are aware of the settings visitor policy for future reference.
3. Staff will wait until another member of the team can come to them, if safety issues do not permit them to leave their post.
4. A review of security to determine how the intruder gained entry will be carried out.

**B) Procedure: intruder who may pose a safety hazard**

1. Staff will politely greet the intruder, identify themselves and ask the purpose of the visit to the setting.
2. The staff member will ask a colleague to observe their approach to the intruder.
3. Staff will explain that all visitors must report to the Supervisor and they will escort the person to the Supervisor.
4. Depending on the circumstances and the demeanour of the intruder, the Leader will make every effort to call the police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, they will endeavor to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another staff member to call the police.
5. If police are called and the individual leaves or attempts to leave prior to the police arriving, staff will not attempt to physically detain or restrain the person. Staff will contact the police to inform the responding officers that the individual has left the building, stating the direction and means of transport.
6. If the individual stays until the police arrive, officers will be informed as to what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. Staff will also verbally ask the subject not to return to the school whilst still in the presence of the police.
7. Management/staff will review security immediately.
8. Management will log the incident and actions as soon as possible

**C) Procedure: intruder who is armed or otherwise poses a safety hazard**

1. Alert all staff members.
2. The leader will contact the police as soon as possible to report the incident.
   * They will give the operator all the information regarding the location of the intruder, a physical and clothing description and the weapon(s) involved.
   * They will advise the operator as to what the setting is doing to ensure the safety of the children and other staff members.
   * They will remain on the line until the operator advises them to hang up.
   * The Leader will monitor the location of the intruder until police arrive.
3. When confronting an intruder, the leader will take another staff member with them. They will ask a third staff member who is not involved to contact the owner. The Leader will determine who will initiate contact with the intruder and who will be the back-up person. Both staff members should break off contact and leave when it is safe to do so. Staff will attempt to direct the intruder away from areas occupied by the children*.* Staff will use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, staff will not escalate the situation.  If the intruder shows a weapon, staff will assure him/her that it is not necessary for him/her to consider using the weapon.  
   a. Staff will back away slowly and leave the area.  
   b. Staff will have both of their hands up with their palms facing the intruder while slowly backing away.
4. Staff will remain calm, and will not attempt to disarm the person
5. Once the police officers arrive staff will provide them with the following information:
   * + Location of intruder
     + Description of intruder
     + Any known weapons
     + Any statements made by the intruder
6. Staff will be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Staff will contact the press office at National Centre if they need help with a press statement.
7. All other staff members and official visitors will remain in their designated area with the children unless otherwise directed by the police, whilst reassuring and engaging with the children as appropriate.

  In any event there will be a thorough investigation of the incident, and a report will be made by all staff involved.

The settings parents will be informed of the incident and the subsequent investigation, with due regard to both data protection and confidentiality policies.

**Adverse Conditions and Winter**

***Procedures***

To ensure this policy is implemented appropriately, the staff will:

* Consult with the leader prior to any decision being made about closing the setting due to adverse weather conditions or health and safety issues.
* Notification will be given to parents/carers as soon as the decision has been agreed to aid minimal disruption.
* If the leader in charge/manager is unable to open due to the conditions and possible staff shortages, the management team must be notified and they will assist with contacting families to minimize disruption.
* If applicable, consult with local primary schools.

**Flooding**

***Procedures***

* Children will be removed from the mobile to a safe area. Leader will take mobile phone or contact numbers for the children.
* The caretaker will assess the area and will then advise leader on what to do.
* If unable to return to mobile, staff will contact parents and ask them to collect their child.
* Staff in will be in close contact with parents to keep them informed of any changes.

**Electrical failure**

**Procedures**

* Staff will contact local primary school to check if the electric is off in the school.
* If it is, the caretaker will contact NIE to inform them of the failure and will ask if there is a fault in the area and ask for an estimated time for it to return.
* The leader will determine what to do based on the time of year and the length of time that the electric will be off.

**Covid-19**

**Procedures**

* If a child/adult has a temperature, or has developed a consistent cough, the child/adult will be lead to the designated area (at fire doors in each room) by staff wearing PPE.
* A phone will be made to the child’s parents asking them to collect the child and will be advised to get the child tested for Covid. If the adult is able to drive, then they must go home. If they are not, a phone call will be made to a emergency contact to collect the person as soon as possible.
* If the test comes back positive, then all children and adults in that room must isolate for 10 days.
* Staff to inform PHA and Social Services about the positive case and fill in the needed paperwork. Letters will be sent to contacts and non-contacts.
* The Caretaker will be informed and will then get in a Deep Clean company to help ensure the room is free of Covid-19.
* The infected person may return after 10 days if they have a normal temperature. The rest of the room can return to the playgroup on the day stated by PHA.
* If the test returns and is negative, normal running of the playgroup can be resumed.

This policy will be reviewed annually by the management team to ensure it

remains fit for purpose.

This policy was adopted by Little Buds management teams.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

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