



Safeguarding Children: Fire Evacuation Practice

Policy Statement

Fire safety is of the utmost importance when it comes to keeping children, your employees and yourself safe and free from damage and injury. Village Montessori Nursery School is responsible for fire safety by ensuring to keep fire safety as priority.

Procedure or Protocol:

- The designated safeguarding lead (DSL) or deputy DSL will liaison with the landlord on full and detailed records of the fire log covering fire drills and fire alarm tests, e.g. fire extinguisher and fire alarm safety check.
- All the members of staff will take in turn carrying out a fire risk assessment **every half term or when there is a new member of staff or child starting.**
- All the members of staff will share the identified risks, put in place appropriate fire safety measures, planning for emergency evacuation procedure with all the children on different exits.
- The DSL will ensure that all members of staff have adequate fire safety training, and are confident to carry out the practices and know where the fire alarm points are located.
- The designated safeguarding lead must check periodically and sign off the full and detailed fire log covering fire drills conducted in the setting.
- The fire safety policy should be reviewed annually alongside with the setting Safeguarding and Child Protection policy. This policy should include a policy statement covering immediate evacuation, raising the alarm and reporting concerns.
- The DSL keeps reviewing and refreshing the policy and keeps it up to date, ensuring any new member of staff who joins the setting has the opportunity to participate and practice the fire evacuation.
- Please follow the following procedure for fire drill practice:
- **Table 1: Rowlands Castle Village School location:**

If you are in the small hall	If you are in the garden	If you are in the large hall
Please evacuate children through the nursery double door at the end of the hall away from the kitchen , lead all the children and staff to the	Please evacuate children through the double gate at the end of the garden away from the kitchen , lead all the children and staff to the	Please evacuate children through the nursery double door in the middle of the hall , lead all the children and staff to the recreation ground

recreation group using evacuation rope. The setting leader will take the nursery rucksack (consisting of: registration, nursery mobile phone, parent contact cards, first aid kit) and will double check the toilet and rooms are empty before leaving.	recreation group using evacuation rope. The setting leader will take the nursery rucksack (consisting of: registration, nursery mobile phone, parent contact cards, first aid kit) and will double check the toilet and rooms are empty before leaving.	using evacuation rope. The setting leader will take the nursery rucksack (consisting of: registration, nursery mobile phone, parent contact cards, first aid kit) and double check the toilet and rooms are empty before leaving.
---	---	---

- For the Compton Up Marden School, we fall under the school's provision of fire safety and and fire drills.
- For the Compton Up Marden School, in the event of a fire at the time of the after school club, we would follow the exit points shown in Table 2
- **Table 2: Compton Up Marden School location:**

--	--	--

The investigation

- All members of staff keep calm and do not let the other children become anxious or worried.
- The setting leader together with the DSL speaks with the parent(s).
- The Designated Safeguarding Lead (DSL) or the deputy DSL carries out a full investigation taking written statements from all the staff on duties during the outbreak.
- The Designated Safeguarding Lead (DSL) or the deputy DSL writes an incident report detailing:
 - The date and time of the incident.
 - What staff/children were doing during the incident.
 - Where staff/children were during the incident.
 - When was the first sign of the incident in the timeline of the fire eg smoke seen etc.
 - What has taken place in the group since the incident.
 - A conclusion is drawn as to how the incident might have happened.
 - If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Services may be involved if it seems likely that there is a child protection issue to address.
 - The incident is reported under **RIDDOR (Tel: 0345 300 9923)** arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.

- In the event of disciplinary action needing to be taken, **OFSTED (0300 123 1231)** is informed.
- The insurance provider RSA is informed. **POLICY NUMBER: RTT209838 (Royal & Sun Alliance: 01403 232 323, 0207111 700)**

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Useful link:

<http://hse.gov.uk>