



Bearwood College

Wokingham

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NURSERY – FIRE EVACUATION POLICY FOUNDATION STAGE UNIT

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

Fire Evacuation Procedure - Foundation Stage Unit

During evacuation staff will be deployed in the following way:

1. All staff to assist with the rooms that they are in.
2. Please leave by the nearest exit available.
3. Children and staff are to exit together as a unit where practicable.
4. Please ensure where possible doors and windows are shut. In the event of a bomb alert windows and doors are to remain open.
5. The meeting place is at the far end of the garden past the farm animals. If the exit is blocked please exit via the front door and walk around to the meeting point
6. No member of staff is to re-enter the building once they have evacuated.
7. Please ensure that the room leader takes their register and visitors book with them. It is also vital that these registers are kept up to date as children and staff come and go.
9. A member of staff is to collect the fire evacuation bag on exit.
8. No member of staff is able to allow the children to be signed out by parents until a full nursery registration has been taken and the Nursery Manager or Other Senior member of staff has confirmed that it is ok to do so or that it has been confirmed that the nursery can re-enter the premises.

In the event of an emergency please remain calm and walk quietly and without panic

It is each staff member's responsibility to familiarise themselves with these procedures.

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