

Emergency Procedure Policy – Highgate

- All staff, volunteers and children will be briefed in what to do in case of emergency.
- A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions.
- The staff member will assess the situation, the nature and extent of the incident, threat, injury or accident. They will ensure that the rest of the group are safe from danger and are adequately supervised.

Injuries

If anyone, child or adult, sustains an injury or illness:

- A member of staff trained in first aid will attend to the injured person, giving first aid if possible.
- In serious cases, the staff member will immediately call 999 from their mobile phone. The parent/carer/family will then immediately be contacted.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- The staff member attending to the injured person will check if they have specific medical needs. If they do, they will retrieve the relevant health information sheet, a copy of which is in both first aid bags.
- A member of staff will meet the ambulance at the woods entrance and direct the crew to the incident site. If the injury is in Highgate Wood, a member of staff will call the woodkeepers to ask for support and to open gates as necessary.
- If the injured person is taken to hospital, one member of staff will go with them and the parent/carer/family will be updated about the situation.
- In cases of minor injuries to children, the child's group leader will contact the parent of the injured child so they can be collected and taken to the hospital, doctor or home.
- An incident report will be completed later including details of people involved and witnesses.
- Ofsted and the local safeguarding authority are informed in any cases of serious accident or injury.

Other incidents or threats – including fire, missing child, threatening strangers

If any children or adults are in imminent danger:

1. Gather the children without alarming them if possible.
2. If necessary a practitioner blows their whistle to get all children's attention quickly.
3. The children go to the staff member blowing the whistle.
4. All activities are suspended.
5. All group leaders count their children.
6. The session leader decides on next steps.

Next steps if evacuation is necessary – for example in case of fire or a threat to the group:

1. Group leaders lead their group to the nearest meeting point (see below).
2. If another group is elsewhere in the woods, the session leader calls and tell them to evacuate.
3. Call 999.
4. Inform the duty wood keeper.

5. Once all the children are safely gathered at the meeting point, the session leader decides on next steps.
 - If there is any possibility of continued threat or danger, the session will be ended and the parents called to collect their children. They also call the manager.
 - If the session leader can be certain of no continued danger, they call the manager who will decide if the session should continue.

Later, the session leader completes an incident report including details of people involved and witnesses. The manager informs parents as soon as possible, giving full details of the incident.

Meeting points

- Queens Wood
 - Queens Wood Cafe
 - Map/information board by the Muswell Hill Road entrance to Queens Wood, if the cafe is not safe.
- Highgate Wood
 - Field behind the cafe in Highgate Wood – away from the woods, next to the cafe fence.

Next steps for a missing child

1. All children sit down with one of the staff members.
2. Half the staff stay with the children.
3. The other half of the staff conduct a search. Agree who is leading the search. If near a road entrance, a staff member goes there first.
4. The search lasts no more than five minutes.
5. The remaining children will listen to a story or sing to keep them calm, engaged and together.
6. If, after the five minute search, the child has not been located, the staff member leading the search calls 999 and the Highgate Wood duty wood keepers. Then they call the manager.
7. Staff continue the search while they are waiting for the police.
8. They meet the police and assist in the search.
9. The manager will contact the child's parents and inform them of the situation.

After a missing child incident

- The manager carries out a full investigation taking statements from all the staff present at the time, and then writes up an incident report and updates the incident log.
- A conclusion is drawn as to how the breach of security 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. Social services may be involved if it seems likely that there is a child protection issue to address.
- The manager may need to take action against any member of staff who they believe is found to be at fault.
- The manager may need to inform Ofsted if the child was not found after 5 minutes.

Policy review

Last reviewed: 29 October 2018

Last modified: 29 October 2018

Next review date: November 2020