



27a- Emergency Planning and Response

Introduction

This policy and procedure give a summary on each possible emergency and how we will deal with them:

- public health incidents (for example, a significant infectious disease incident)
- severe weather (for example, extreme heat, flooding, storms or snow)
- serious injury to a child, pupil, student, or member of staff (for example, transport accident)
- fire risk and any hazards
- significant damage to building (for example, fire or structural incident requiring temporary structural supports to the building or closure)
- criminal activity (for example, a bomb threat- Lockdown)
- loss of power or telecommunications
- disruption to normal services
- cyber incident or data breach
- the impact and lasting effects of a disaster in the local community.

As the world changes around us we must be prepared for any adversity that comes our way. We have individual policies and procedures for all the above situations.

In order to prepare our setting for any situation, we aim to:

Have regular management meetings to discuss any concerns.

Business manager checks for any updated information sent by Public Health, the Borough or OFSTED and reports to management committee and notifies staff team.

Train staff regularly on procedures and policies.

Conduct regular fire drills (termly)

Conduct a lockdown drill (annually)

All staff and volunteers have a current DBS.

Belong to ICO for data protection.

Full insurance

Attend training around health and safety.

Maintain a constant level of hygiene and cleaning.

Named staff who have attended Health and Safety training.

Attend Borough led forums and sign up to update services for OFSTED/Public Health/Waltham Forest Borough.

Attend network meetings.



Monitor/review and revise all policies and procedures.

Regular checks on the Hub to keep informed of legislative changes.

A password system for people other than the named person collecting a child.

Part of the management team responsible for letting children in and out. Also responsible for letting strangers in and out.

A file with children's details and one for staff which will be collected by the management team in the case of an emergency.

An assembly point on site and a named venue for evacuation from the whole site.

Risk assessment is carried out before any school trips.

Staff and children register is taken on school trips.

If more than 1 method of transport is required, then someone from the management team will be present on each coach.

We have a 1 member of staff per 2 children and volunteers 1 child, parents in attendance will only be responsible for their own children.

Threat to the pre-school from criminal activity.

The pre-school has a lockdown procedure which is practiced annually. We have a "Code Red" alert which will be shouted as soon as an incident is raised. Staff know what to do and where to go. We will cooperate with local police. If possible, inform parents of any issues. Our priority throughout will be to keep all those on site safe.

Public Health Incidents.

The recent COVID pandemic created many policies, procedures and risk assessments. We continue to follow these and can be viewed separately. As with all adversities the responsibility relies with the management team who will ensure they keep up to date with all current information and update all policies and procedures to reflect this.

Decisions will be made daily to assess the viability of our Pre-school remaining open and which children will be prioritised to attend. Parent/carers will be informed by email/phone to ensure they are aware of any changes to the routine. Should pre-school only operate on a limit basis, the management team will keep in touch with all non-attending families and will provide resources for home education.

Should an outbreak of a notifiable illness/disease occur at pre-school, the management team would seek the immediate advice of Public Health England, Waltham Forest Education department and OFSTED. Parents would be informed by email/phone as soon as it was possible to do so. The lounge would be used as a temporary isolation room with allocated staff using full PPA to ensure they remain safe.



Severe weather.

As our climate changes we are likely to face more warmer summers. It is unlikely that we will close during spells of hot weather unless advised to by Public Health England/ Waltham Forest education department or OFSTED. We would send out notice during warmer spells to parent/carers advising suitable clothing/extra drink and suntan protection. If a child seems becomes unwell during this weather, we will immediately inform parents/carers. Children will be always monitored, and we will avoid too much contact with the sun, with children protected by shade or kept indoors.

With other types of weather such as storms/floods/snow – the management team will assess daily using information from Public Health England/local borough and OFSTED and will decide on whether it is safe for Pre-school to open. If staff are unable to reach Pre-school, then we will have no choice other than to close. Parents will be informed as soon as possible by email/phone. If Pre-school has to close for a few days, resources will be sent via email so that parents/carers can home teach.

If bad weather arrives suddenly, the management team will ensure that a risk assessment is conducted immediately and decisions will be made to ensure the safety of all people on site.

incident.support@education.gov.uk.

[Met Office's severe weather warning system](#)

Illness or serious accident to anyone on site.

For the person/child taken ill or injured, immediately the nearest member of staff will call for help. The management team will allocate one member of staff to support the ill/injured adult/child, one member of staff to phone for an ambulance, followed by contacting the next of kin. Another member of staff will remove all the children from the area and take them to the nearest room accompanied by another member of staff. The manager will assess the situation constantly and make decisions accordingly, such as rotating staff. If next of kin or parent/carer cannot be contacted, a member of staff will accompany the injured/ill patient to hospital, taking the registration document of the person with them. If the patient is a visitor, then the Manager will look through bag/coat etc to try and find any document that will help them find contact details.

The management team will contact OFSTED/local borough and RIDDOR to report any incident and if required will engage in any investigation deemed necessary by the aforementioned organisations.



Should there be an accident on the way to or from pre-school to any of our staff/families we will support in any we can. The management team will meet to discuss and formulate a plan of action.

Damage to the setting which requires temporary closure of the pre-school.

Should pre-school be closed due to damage for a short time, the management team will contact by phone all vulnerable and those with special needs families on a weekly basis. Resources will be sent out to all parents/carers to support education at home and to keep families informed of the current situation. The management team will converse daily, carrying risk assessments and seek support from the Local borough. If the situation becomes likely to become long term, a decision will be made by the management team to inform the borough – asking them a list of suitable local similar childcare settings. The management will support families in trying to find alternative accommodation.

Loss of power or telecommunications and disruption to normal services

Anything that effects the daily running of the Pre-school will be assessed as it happens by the management team and decisions made accordingly. The safety of all those on site will be paramount and this will be reflected in the decision-making process. For example, a power cut in the summer may have little effect on the daily running of the setting but may mean closure during the winter months. The pre-school has an emergency mobile phone which should mean we still have an ability to contact parents and them to contact us.

Cyber incident or data breach.

Should our confidential information be breached, we will contact everyone to inform them. We will seek advice from the ICO (information commissioner's office) on how to proceed with this matter.

The impact and lasting effects of a disaster in the local community.

Our pre-school is fully committed to a holistic approach to childcare and recognises the effect disasters can have on the whole family. We have seen the impact COVID has had and continues to have. We have had training in well-being and mental health. Should a localised event take place, we would offer our families opportunities to meet to discuss the event, bearing in mind that staff also live locally and may be affected and may wish to be included. The management team would decide on whether there was a need for work to be done with the children to help them understand the event or whether just offering a safe haven was sufficient. We would seek advice from the local borough and the church.

We would continue to support families for as long as it was needed.



Accidents/incidents on school outings.

Should anyone (child or adult) be taken ill on a school trip we will assess the situation and decide on how best to proceed. If we are at a venue, we will cooperate with the venue's policies a procedure. We will try to contact the next of kin as soon as is possible. If necessary, a member of the staff team will accompany someone to hospital until next of kin is able to attend. If an incident occurs whilst travelling, again we assess the situation and proceed in the safest way possible. Should any emergency services be involved we will cooperate fully with/and follow all their instructions and advice.

Whatever the emergency our priority will be the safety of all those in our care at that moment in time. we hope by having risk assessments in place that we minimise the likelihood of an incident/accident but also, we know things happen beyond our control.

This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)

Signed on behalf of the preschool...

(Chair)