



Evacuation Procedures for the Foundation Unit

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Signed: Principal	

As part of essential safeguarding procedures **staff are to be aware of the number of children in their care at all times**, and to be highly vigilant of children signing in and out of the Foundation Unit. This is particularly important at drop off and collection periods. At these times key workers are to be observant of the children present in their group in order to ensure they can safely evacuate the children in their care should the need arise. **Please note staff should update the Arbor as soon as possible following "drop off" ensuring at all times that they know the number of children who have arrived in the event of a sudden need to vacate the building.** At collection time, staff monitor the children who leave and a member of staff supervises the exit to ensure all children leave with the appropriate adult. A member of staff also checks that the provision room and toilets are empty once all children have been collected.

1. Personal Evacuation Plans

Where children require additional support measures to exit the building safely (These are additional to the usual support measures used for the age and stage of pupil and may be for reasons of Special Educational Needs, Disability including hidden or short-term injury) a Personal Evacuation Plan will be in place. This plan will be available to all relevant staff with staff and parents/ carers aware of the details of the plan. The plan will detail the specific provision that will enable the child to evacuate safely to the assembly point.

The fire alarm is a continuous alarm that all staff are familiar with through induction and regular fire practices and alarm tests.

On hearing the fire alarm or learning that the building needs to be evacuated, staff will need to do the following:

- Calmly call the children in their care to gather together;
- Ensure they have the correct number of children;
- Visually check the space is empty.
- Check classroom toilets
- Lead the children in their group out of the building through the nearest safe emergency exit (the children will exit in a way appropriate to their age and level of need or understanding. This may involve adults holding a child's hand, guiding them or for peers to hold hands to support faster movement and control).
- Lead the children in their care to the assembly point close to the school field via the safest route: N.B. The assembly point is on the high fives court at the back of the Victor Miller building.

If the alarm is sounded during the collection/ transition period, the children who have not yet been collected are to be safely evacuated. Adults who have not yet collected their child are to remain out of the school grounds until the staff and children have been told they can re-enter the building. If adults are already in the Foundation Unit, they will need to also leave by the closest exit and walk to the assembly point.

N.B. No staff member, child or visitor should stop to collect any belongings.

2. Out and About around the Site

As part of our curriculum, the children will access a number of areas within the academy as part of pre-planned activities. If working away from the Foundation Unit, staff must ensure prior to undertaking the activity that they are familiar with the location of emergency exits. They will also ensure they have a First Aid Kit and any necessary medication for specific children e.g. AAI pens.

In the event of the need to evacuate, staff are to follow the procedures outlined above. Any staff who have children in a different location to their normal assembly point must notify SLT at the earliest safe opportunity.

3. At the Assembly Point

- The lead member of staff will count the children and refer to the attendance board or similar to ensure the registered number of children have evacuated the building.
- Children to be lined up in the relevant place on the high fives court in 2 lines: boys line and girls line.
- The room leader or class teacher will call the registers to ensure all children, staff and visitors are accounted for. In addition to this, the fire register is to be referred to in order to confirm this.
- If any children or staff are unaccounted for a member of the leadership team or the Fire Service are to be alerted immediately.

Children, staff or visitors are **not** to re-enter building until told to do so by an appropriate member of the leadership team or the Fire Service as appropriate.