

Seedlings Kindergarten

Emergency Safety Procedures

Fire Procedure

In case of fire or if the fire alarm sounds the following procedure will be followed:

- If the fire is in the kitchen or toilet area then the kindergarten teacher will gather the children at the far end of the kindergarten, near the door to the garden using the familiar “all children to me” signal.
- If it is safe to do so the assistant will collect the register and the kindergarten mobile phone before joining us at the back of the kindergarten.
- The key to the door is hanging above and to the left of the door.
- While the kindergarten teacher is unlocking the door the assistant will do a quick head count and when all children are assembled we will exit the building via the double doors at the far end of the kindergarten.
- Once in the garden the kindergarten teacher will lead the children along the fence to the back corner with the assistant bringing up the rear.
- Once we are assembled at the back of the garden, if it is safe to do so, the kindergarten teacher will take the register to ensure all children are present.
- If it is safe to do so the kindergarten teacher will then lead the children round the garden and through the gate towards the back door of the house.
- If it is not safe to exit the garden via the gate the kindergarten teacher will step over the low fence at the back of the garden where we are assembled and the assistant will help the children over the fence one by one, using a log for them to step up.
- Holding hands the children will be led away from the kindergarten towards the back door of the house, taking the safest route.
- Once we are at a safe distance from the kindergarten the emergency services will be called.
- The key to the back door of the house is hanging on a hook in the tool cupboard.
- When we get into the house the children will be asked to sit on the carpet in the kitchen and wait.
- The kindergarten teacher will then contact the parents and ask them to come and collect their children while the assistant supervises the children (or vice versa).
- We will remain here until all children are collected.
- If any parents cannot be reached the kindergarten teacher will remain waiting with the child until their normal collection time.

“Everyone to Me” Procedure

In case of danger in the garden the following procedure will be followed:

- The double doors to outside will be unlocked every time we take the children outside, for easy access. The key hangs above and to the left of the door.
- When in the garden the staff member will stand by the double doors to inside and ring the “everyone to me” bell.
- She will also knock 3 times on the door to alert the other staff member to the emergency.

