

## **HOLIDAY CLUBS EMERGENCY POLICY**

**We aim to plan for all events during clubs, but we realise that some emergencies may be unplanned and normally dangerous and will require immediate action. We aim to work towards procedures to ensure the children remain safe.**

### **Minor Emergencies**

Covers any minor event that causes local disruption such as localised flooding, bomb threats, and utility failures, and could disrupt normal working. (Generic plans for major emergencies and business continuity have been coordinated by the Council's Emergency Planning section). At such times we will undertake to implement any measures that are necessary to ensure the health and safety of children, staff and visitors to the club.

### **Closing in an emergency**

In very exceptional circumstances, the club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure.)
- Burst water pipes.
- Discovery of dangerous structural damage.
- Bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a member of staff by the public.
- Serious accident or illness

In these circumstances the Playleader and staff will take all appropriate steps to keep the children safe. All staff and children will meet at the pre-arranged assembly point where a register will be taken. Parents/carer will be informed to collect their children, who will be closely supervised until collection.

### **What is an emergency?**

An emergency may be defined as an unplanned, and normally dangerous, event that requires immediate action in order to minimise any loss or damage to people, property and the environment. Emergencies may be caused by property damage (e.g. due to adverse weather), by a breakdown in essential services, or by people. Whatever the cause, the aim must always be first to protect the safety of the children, staff and any members of the public. The next priority is to try to minimise damage to the property and surrounding environment.

### **Preparation**

Most situations can be prevented (or at least the losses can be minimised) by careful planning, by regular risk assessments of the property and the people working in it, and by ensuring that operational plans are comprehensive and current. Staff will be supported to deal with an emergency by:

- being trained during induction into the playschemes by reading policies and procedures and thus learning what to do if they discover a fire, smell smoke etc.
- having the opportunity to practice evacuation drills
- knowing how to contact the emergency services (999 – police, ambulance and fire brigade).

All staff and volunteers will have easy access to emergency phone numbers. Essential telephone numbers include:

- (999 – police, ambulance and fire brigade) Emergency services
- essential services: gas, electricity, water
- out-of-hours maintenance number(s)
- management contact numbers
- management out-of-hours on-call service.

## **Staff responsibilities**

Staff and volunteers will co-operate and share responsibility for the full and correct implementation of health and safety. In particular, staff are reminded of their own responsibility to:

- familiarise and observe all the policies and procedures of the club
- report any dangerous occurrences to the Playleader and Headteacher
- report any personal injury or incapacity that could affect their ability to move or safely supervise the children
- follow management advice in ensuring safe working practices
- work in a manner that will not be detrimental to their own health and safety
- report any changes in a child's health, the environment or working conditions
- at all times keep themselves updated with the content of the risk assessments
- always make every effort to minimise the risks to the children, themselves and others.

## **Dealing with an emergency situation**

In dealing with an emergency situation staff and volunteers should:

- stay calm
- assess the situation, and then choose a course of action to manage the situation
- only manage a situation if this is safe to do, and does not place children, themselves and others in to a position of greater possible harm or risk
- reassure children
- never attempt to deal with a situation alone, unless it safe to do so
- the Playleader will contact the appropriate emergency service or agency, being clear and concise when making an call
- contact the Headteacher or senior member of School staff

In emergency situations, staff are authorised to call upon additional staff to assist with the situation. Children must be supervised calmly with their safety being of paramount importance.

## **Reporting of accidents and dangerous occurrences**

Any accident/incident that results in an injury whilst at work must be reported to the manager and an accident report form must be completed. An entry should also be made in the accident book. If any person has an accident that requires reporting under RIDDOR then your designated health and safety officer must be informed within 24 hours. There is a legal requirement to report this to the Local Authority.

## **Notification to others**

Other people and agencies will need to be informed as required, for example: line management without delay, relatives and Ofsted.

## **Children**

It is necessary to notify with immediate effect any concerns about the welfare or safety of a child to one or more of the following: the Police, Social Services child protection team, Ofsted, National Care Standards Commission. In the case of a child the parents/carers should be informed without delay once the situation has been reported to management. A decision on further action can then be made in consultation with parents/carers.

## **Emergency Policy in the Event of Flooding**

If a flood warning is in place, or there is a suspicion that flooding might affect the surrounding areas, a risk assessment will be done and the following guidelines used in the decision to remain open, close and/ or cancel the follow day's session.

- Check weather reports via the media/Internet each afternoon/evening to assess the risk of flooding. <http://www.environment-agency.gov.uk/subjects/flood> or Floodline 0845 988 1188.
- If you realise that the School is likely to be affected by flooding, contact the Headteacher to discuss the need for closure and/or cancelling the following day's session.

- Following discussion, contact all parents/carers to let them know the decision to close or cancel the clubs until the area is free of flood risk.
- Ensure any transported children have their taxis cancelled.
- Remember, the children and young people attending our clubs are very vulnerable. Evacuating them through flooded areas would be difficult and hazardous and would need to involve the emergency services to address Health and Safety concerns. If evacuation were considered a likely outcome of the club remaining open, it would be better to close or cancel sessions. Recent events prove that flooding can occur quickly and without warning.
- If the area has been issued with a flood warning, close the session and inform parents and carers about the decision for the following day!
- Please advise Playworkers to contact you in the evening if they believe they will not be able to get to the club due to flooding. This will enable the Playleader to cancel sessions with parents/carers if they do not have adequate staff cover.
- If you are already at the club and you suspect flooding may occur, listen to local radio for updates.
- Identify children who live in affected areas, or a long distance from the School and contact their parent/carers to pick them up in the first instance. If they are a transported child, contact the team clerk at the Children with Disabilities team to arrange emergency transport. (01905 765725.) Remember to use telephone landlines, not mobile phones, whenever possible. Mobile companies become swamped with calls within a few minutes and often can't cope with the volume of calls
- Contact all remaining parent/carers to arrange early pick up.
- Parents need to be made aware of their own responsibilities in the event of an emergency. Try to contact parents by phone/mobile if the child isn't collected from the club, and so far as is possible allow them to take responsibility for their child and the arrangements to get them home, including the parent suggesting how they want the situation managed and arranging for friends or relatives to collect the child and arrange passwords with them.
- If transport or collection cannot be provided, only staff with 'Business' car insurance can transport children home, with the prior consent of their parent/carers (via telephone). Please assess the situation before leaving to ensure it is safe to travel.
- The children's safety is paramount, so enough staff members should stay on site until all children are collected. Any staff leaving the venue should do so only after the agreement of the Playleader, and these should be those who have the most difficulty reaching home. If parents find it impossible for their child to be taken home, and there is no other help available, responsibility falls to the Playleader/Deputy to arrange to stay with the child/children until they are collected. (A combination of a Playleader/Deputy and Playworkers would work).
- Don't call the emergency services immediately as their lines will be inundated with calls and they would be unlikely to see the children's plight as a first priority in the early stages of a flood.
- Usually families or friends step in and very few children would stay in the School for long.
- It may be safer for the Playleader and Deputy to stay put than to travel. Please make this decision with your Headteacher and inform the parents and carers about it.
- If you need to stay overnight with the children, please ensure that the building is fully secured. Inform all parents of what is happening and inform the emergency services of where you are.

### **Remember**

- Floodwater contains substances that have been washed out of drains, off roads and fields including raw sewage. Dangerous pathogens in floodwaters can be assimilated by working around flooded areas.
- Simple hygiene, e.g. washing hands with soap and hot water, will reduce the risks of disease.
- It is strongly recommended that people do not wade through flood water since there may be obstacles/depressions/holes hidden below the surface of the water.

Anyone experiencing vomiting, diarrhoea, or flu like symptoms after contact with floodwater should seek immediate medical advice from their GP.