



FIRE AND FIRE DRILL POLICY

Staff, volunteers, helpers and work experience are all made aware of the fire safety procedures and the importance of safety within the building.

Staff have been trained in fire safety, and some hold a fire Marshall certificate.

There are clear written instructions in every room of the preschool stating meeting points all fire exits are free from obstruction and easy to open in the event of a fire. We aim to hold two fire drills on different days each half term which will involve staff that are working and the children that are attending on that day to ensure everyone is familiar with the settings emergency procedures.

In the event of a fire drill

- A whistle or fire alarm sound will be played by a member of staff. The children will be escorted to the field at the designated meeting point.
- Staff will search the premises to ensure that all children, staff, volunteers and work experience are out of the building.
- A register will be taken to ensure that everyone is accounted for.
- A recording of the fire drill will be made to ensure all duties are carried out correctly and everyone is safe.

In the event of a fire

- The alarm will sound, (the alarm will flash as well as sounding a loud noise)
- The children will be escorted to the field at the designated meeting point.
- Staff will search the premises to ensure that all children, staff, volunteers and work experience are out of the building.
- A register will be taken to ensure that everyone is accounted for.
- Emergency services will be contacted.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- A member of staff will contact parents / cares for collection of their child/children. If they cannot reach parent/cares one of the two emergency contacts will be phoned and so on.
- The committee will be notified, and a report will be written up by the manager or deputy manager who was present during the incident.

All preschool electrical equipment is PAT tested yearly and safety checks are made by staff daily

For part of the children's learning and development, staff will prepare different topics throughout the school year to help with understanding of fire safety, rules and boundaries.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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