



### Emergency collection procedure

In the event of an emergency when the children can no longer be kept in school i.e. due to staff shortages, break down of heating or evacuation the following procedures must be followed:

- Staff should contact numbers until someone is reached.
- If there is no answer at home, staff should then work through the emergency contact numbers until someone is reached.
- When contact is made explain the situation and request that they collect the child as soon as possible.
- If someone other than the parents collect the child staff must notify the parents of a contact number where their child is. Leaving a note on the door of Woodcroft Pre-School and Wrap Around Care or somewhere visible on the school premises can do this. In the case of evacuation, it may be advisable to leave a member of staff on the school premises (or as near as possible) with a list of children collected and by whom. Staff should also check the identity of the person collecting the child against the Authorised Persons List.
- If contact can not be made immediately at Woodcroft Pre-School and Wrap Around Care if it is safe to stay in then enough staff should stay to keep to the staff/child ratio until the children can be collected. Keep trying to contact the parents/emergency contacts.
- In the case of evacuation ensure the Manager/ deputy/ Supervisor has the register and Admissions Folder with them.
- The closure is to be logged in handover book and Ofsted informed.

This procedure adopted October 2019

Woodcroft Pre-School and Wrap Around Care  
Signed Director

Company Secretary