

## EMERGENCY PROCEDURES

It is important to keep all emergency contact numbers for each child up to date in order that parents (or named emergency contact) can be contacted in an emergency.

An emergency would be if there was an accident or injury to a child that required emergency first aid and may be needed to attend hospital or if a child became ill and needed to go to hospital. If I or any immediate family member was in an accident or needed emergency treatment. If a child went missing or wasn't collected from my home.

I would also telephone the contact numbers if a parent was late and didn't notify me because they might have been involved in an accident.

I would telephone the first contact number on the information sheet and if there was no response, telephone the second and any further emergency number. If there was no response I would keep trying until contact was made.

I carry a card with me when I am out stating that I am a registered childminder and that the children I may have with me may not be my own and that contact numbers are stored in my mobile phone and at home.

I keep a record of emergency contact numbers for staff members and they can access emergency contact details for all parents should I be unavailable due to illness, accident or absence.

I carry out practice fire drills regularly - the children know the sound of the smoke alarm and the sound of the whistle which I use to initiate the evacuation of the premises. They know to listen for my instructions and the escape route from the house either at the front or the rear depending on the site of the fire.

I have smoke alarms fitted in the playroom, hall and landing, batteries of which are checked weekly. I also have a fire blanket situated in the kitchen attached to the side of a wall cupboard.

Mrs Beverley Flockton  
Auntie Bev's Childminding  
Reviewed September 2014