

What to Do in an Emergency

What to do and who to go to in the case of an emergency

Safeguarding and Child Protection

Are you worried or concerned about a child's safety and wellbeing?
Has a child made a disclosure to you?
Are they at risk?

Speak to the designated safeguarding lead immediately:
Madde Eleby or Susie Gilshnan.

The local children's social care duty team can be contacted on:
03301 651 240 or Front Door on 03000 411 111.

If a child is at immediate risk, call the police on 999.

Do you have concerns about a professional working with a child?
Speak to the Manager, Madde Eleby, immediately.

Do you have concerns about the Manager?
Speak to the chair of Trustees, Sue Dreksler, immediately.

The local authority designated officer (LADO) can be contacted on:
03000 410 888. More phone numbers in office or Staff room.

First Aid

Has a child hurt or injured themselves?

Speak to one of the trained first-aiders immediately.

All staff have paediatric first aid training or talk to a senior member of staff

The nearest first-aid kit and equipment can be found in; **Baby room, Toddler room, Pre-school room and Kitchen.**

Are emergency services needed?

Serious – 999 or Pembury Hospital 01892 823535

Minor – 111 or Sevenoaks Hospital 01732 470200

Health and Safety

Have you seen something that is, or could become, a health and safety hazard?

Speak to **Ruth or Caroline**, who have responsibility for health and safety in our nursery.

Under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), reportable incidents must be made to the health and safety executive online at [hse.gov.uk](https://www.hse.gov.uk).

Evacuation and Invacuation

In the event of an evacuation, the **Fire alarm** will sound as soon as the concern has been raised. Please exit the building via the nearest fire exit and go to the **Tennis court**.

Our trained fire wardens, **Madde, Rachel, Susie, Ruth and Katherine** and they will direct you.

In the event of a lockdown, **Madde or another designated person** will shout "Lockdown" as soon as the concern has been raised. Please make your way quickly and quietly inside the building to your safe room.