

Alyth Kindergarten

Health and Safety

Security

3.9 In-vacuation Emergency Procedures

Policy Statement

We are conscious of the need for security and work to ensure the highest possible standards. The Head Teacher and staff are familiar with the security measures, procedures and support in place at North Western Reform Synagogue. We work with the children to support their own security and safety.

We seek the expertise and advice of CST, the Community Security Trust and the Head of Security at North Western Reform Synagogue.

Procedures

- The basis of Security is vigilance, awareness, training, practice drills, systems and risk assessment.
- Security Risk Assessments are carried out by the Head of Security at North Western Reform Synagogue on a regular basis and recorded in the Security log book.
- A daily Risk Assessment is carried out by a senior member of Kindergarten staff and recorded in the Daily Risk Assessment book in the office.
- The Buildings Supervisor is in overall charge of security on a daily basis for North Western Reform Synagogue and keeps in touch with the Head Teacher.
- A professional Security Guard is in place at all times when the Kindergarten is in session.
- Radios are used to keep in touch with all those undertaking security.
- Parents undertake additional security on a rota basis when the Kindergarten is in session.
- The Head Teacher and all the staff receive annual Security training with CST (Community Security Trust) which is written up and stored in the Security file.
- An emergency alarm system is in place.
- Our emergency in-vacuation procedures are approved by CST and are:
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once a term.

- Records are kept of drills.

Emergency in-vacuation procedure

Procedures for practice drills include:

- A code word is used to familiarise children with the in-vacuation drill.
- Children follow one of three types of drill and are led to the assembly point.
- The register is taken by the class teachers which they take with.
- Staff take Kindergarten emergency mobiles to call the emergency services in the event of a real emergency.
- Parents are contacted using the Kindergarten emergency mobiles.
- An emergency box and first aid kit are kept where alternative in-vacuation drills are held.

The Emergency in-vacuation drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed in-vacuation.
- Any further action taken to improve the drill procedure.

This policy was adopted at a meeting of	Alyth Kindergarten	name of setting
Held on	<u>11 March 2014</u>	(date)
Date to be reviewed	<u>11 March 2015</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Nicola Feuchtwang</u>	
Role of signatory (e.g. chair/owner)	<u>Executive Member for Kindergarten Chair, Alyth Kindergarten Management Board</u>	