



# Waterbeach After School Play Scheme

## Evacuation and Invacuation Procedures

### Evacuation

In the case of some emergencies, it may be necessary for all persons to evacuate the setting space and therefore the evacuation procedures should be followed. An evacuation drill is undertaken at least once a year in an organised and calm manner.

When evacuation is required such as during a fire, a sound (**fire alarm**) will be used, which is clearly distinguishable from an invacuation sound (**whistle**). The Manager/ Co-ordinator will consider the needs of any children, staff or visitors and whether they can hear the sound, understand what it means and whether it may cause them undue distress. A register of persons on site including a visitor book must be taken. A familiar location must be agreed to assemble and used within drills for practice (along the path outside the green garden gate).

Once assembled, a head count of children, staff, visitors and all persons will be taken. Once satisfied that all persons are accounted for, the collected persons remain in the "safe space" until notified otherwise.

Ensure that staff are aware of the children who may find the sudden change overwhelming or alarming so they can provide them with appropriate support.

No belongings should be taken during the evacuation, but the Manager/ Co-ordinator will get the Grab-bag that contains essential resources. Consider if any medications need to be taken, e.g. asthma inhalers or urgent medications. Someone is responsible for keeping the bag up to date and ready to go.

The Manager/ Co- Ordinator will call the emergency services and let them know how they will access the site during this time.

Evacuation may take two formats:

- 1) Evacuation on site

Evacuation to an external site of safety (along the path outside the green garden gate).

If we need to evacuate the building for a longer period of time the staff and children we be given a safe space within the school to wait until it is safe to return to the Playhouse.

- 2) Full site evacuation

A full site evacuation would be appropriate when directed by emergency services and/or it is reasonable to assume the threat by remaining on-site is credible e.g. a fire spreading throughout a site compromising the area close to the building.

If a full site evacuation is required, then staff and children will be moved to:

The Community Room

Waterbeach Barracks

What 3 Words Location ///sector.engineers.hammocks

(It's the same building as the military museum opposite Herons Nursery, on the left hand side as you enter the Barracks).

Security Guard number 07595523573

The Manager/Co-ordinators are aware of the code to access the Community Rooms if they are not open.

## Communication

WASPS understand the stress resulted of an evacuation procedure for children, staff, parents and carers. WASPS will maintain communication open with all parties to reassure them about the safety and welfare of their child/children and their own. Parents will be notified as soon as it is practicable to do so by phone and email to let them know of our location.

## Invacuation

The following procedures states the steps to be taken as a response to any external or internal incident which has the potential to pose a threat to the safety of children and adults in the setting. The procedure aims to minimise disruption to the play environment whilst ensuring the safety of all children and adults.

Invacuation procedures may be activated in response to any number of situations, but some of the more relevant for WASPS might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder on site (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud, etc.)
4. A major fire in the vicinity of the setting

The invacuation procedure should be familiar to all staff and volunteers. An Invacuation drill is undertaken at least once a year in an organised and calm manner.

There are two types of invacuation:

### 1) Partial invacuation

A partial invacuation is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. No one will be allowed to enter or leave the building; however, WASPS will continue as usual.

In a partial invacuation:

- All outside activity will cease immediately, children and staff will return to the building (staff and children will be made aware by a **whistle**). Staff member supervising outside will be responsible to bring the children in as quickly as possible.
- All staff and children should remain in the building and external doors and windows should be locked.

- The register will be taken, and a head count completed of all staff and children at the setting. If we are unable to locate a child, one staff member will conduct a search in the building and outdoors
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.
- The Manager/ Co-ordinator will contact emergency services by phone to gain a better understanding and update of the incident, civil disturbance, risk of air pollution, etc.
- Staff will remain calm throughout the invacuation procedure, reassuring children where needed and then parents when the children are collected.

## 2) Full invacuation

This signifies an immediate threat to the setting and may be an escalation of a partial invacuation. The aim of a full invacuation is for the setting and its rooms to appear empty. Children should not be released to parents during an invacuation, and staff should not leave the premises unless instructed to do so.

### Immediate action:

- All children and staff should return to/stay in the building (staff and children will be made aware by a **whistle**). Staff member supervising outside will be responsible to bring the children in as quickly as possible.
- External doors should be locked.
- Internal doors will be locked.
- Lock windows, draw blinds, cover internal door windows (so an intruder cannot see in).
- Staff and children to sit quietly out of sight in the main room (at the toilet end of the room). Staff members will make sure children are moved away from windows and doors.
- Turn off lights, smartboards and computer monitors.
- Personal mobile phones will be kept locked in the cupboard and put on silent and the WASPS phone will be put on silent and kept with the Manager/ Co-ordinator.
- The register will be taken, and a head count completed of all staff and children at the setting. If we are unable to locate a child, one staff member will conduct a search in the building and outdoors.
- Children will not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.
- The co-ordinator/manager will contact emergency services by phone when it is safe to do so.
- Staff will remain calm throughout the invacuation procedure, reassuring children where needed and then parents when the children are collected.

### Communication

WASPS understand the stress resulted of an invacuation procedure for children, staff, parents and carers. WASPS will maintain communication open with all parties to reassure them about the safety and welfare of their child/children and their own. Parents will be notified as soon as it is practicable to do so by phone (in the case of a serious incident) by email (in the case of a partial invacuation) and feedback will be also provided at pick up time. This policy is available to parents and carers on the website and at the setting on request. We would like to ask parents to collaborate by:

- Not contacting the setting during an invacuation as this could block telephone lines that are needed for contacting emergency services.
- Not coming to the setting during an invacuation as this may place themselves and others in danger.

- o Waiting for the setting to contact them about when it is safe for them to come and collect their child.


WASPS will communicate the incident to the school when it is safe to do so. They will either do this by emailing the office [office@waterbeach.cambs.sch.uk](mailto:office@waterbeach.cambs.sch.uk) or a member of staff will use the WASPS mobile phone to call them on 01223 718988.

WASPS Management committee will also be informed when it is safe to do so. The Chairman will be emailed [chairmanwasps@gmail.com](mailto:chairmanwasps@gmail.com) to inform them of the context of the lockdown.

### Following actions

After an invacuation procedure has taken place, WASPS will:

- o Send a letter to parents as soon as possible following any serious incident to inform parents of the context of the invacuation.
- o Record the event in writing and review it as soon as possible to identify areas for potential development.
- o Ensure the early engagement of mental health professionals to which all staff and managers should have access for appropriate psychological support. This should be accessible at the earliest opportunity. Remember those affected may extend beyond staff directly involved in the incident. Consider setting up a "buddy" system for staff to support each other following the incident. Consider opportunities to discuss and support the children with processing the event and how families can also access support if required.
- o Notify Ofsted of a significant event within 14 days (preferably as soon as possible after the incident)

This policy was adopted by: Waterbeach After School Play Scheme (WASPS)	Date: 04/02/2025
To be reviewed: February 2027	Signed (Manager/ <del>Chairperson</del> - delete as appropriate): 

Written in accordance with the *Early Years Foundation Stage Statutory Framework For group and school-based providers (2024): The Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.65].*