



Fir Tree Junior School Fir Tree Fun Time After School Club Safety Policy



Fire and Safety

Fir Tree Fun Time follows the school's Fire and Safety policy. In addition to this, fire and evacuation drills take place termly to ensure all children attending Fir Tree Fun Time are aware of the procedures and know what to do. This will be logged on the Fir Tree Fun Time Fire and Safety Record.

On hearing the fire bell, the children will stop what they are doing and will line up at the nearest fire exit. The Play Leader will collect the register, contact book and mobile phone, the other staff will head count and check the toilet areas and beach hut.

The children will be led out to the netball court, where they will line up. The register will be called and each child will answer "yes" and will be marked off, staff will also be called as will any visitors.

If any of the children are missing, it will be reported immediately to the School Manager, who is the fire officer.

The children will remain on the netball court until further instruction is given, if the building is safe to re-enter, the children will be lead back into the hall. In the event of not being able to re-enter the building, the Play Leader will ensure the children are safe and will contact the children's parents to collect them.

Lockdown

In the event of any danger outside school, Fir Tree Fun Time will operate the school's Lockdown procedure. Fir Tree Fun Time staff will keep the children inside, in a safe place and ensure all external doors are locked. In the event that there are children in the playground, staff will take the children off the school premises by either exiting through the gate at the end of the field or

through the school's main gate. Lockdown drills take place termly to ensure all children attending Fir Tree Fun Time are aware of the procedure and know what to do. This will be logged on the Safety Record

On hearing the lockdown bell, the children will stop what they are doing and will line up at the nearest fire exit. The Play Leader will collect the register, contact book and mobile phone, the other staff will head count and check the toilet areas and beach hut.