11.3 Evacuation of the site – Kidbrooke Park

In case of extreme weather:

Evacuation may be required from the outdoor setting if weather conditions are deemed unsafe, such as strong winds (causing a risk of tree branches to fall), lightning or other natural phenomena.

The Forest School Leader will call the children and adults to base camp. Once everyone has been accounted for, they will lead the group to a safe indoor space (our room towards the rear of the church hall), where a final head count of all children and adults will take place.

The Forest School Leader will then decide whether to run the session from the room or take the children to another suitable place, such as the local library. Before going off-site, the Forest School Leader will check whether parents have agreed to this (see individual children's folders on the Drive).

In case of fire:

As soon as a fire is identified, the Forest School Leader will instruct all adults and children to immediately stop what they are doing, leave any resources or belongings and line up by the nursery entrance gate.

Staff will account for the presence of children and adults, then the evacuation will begin immediately via the entrance gate. Everyone will then walk and assemble in the car park at the front of the church hall where a final headcount will be made by the Forest School Leader. The fire brigade will be called enroute.

In case of a suspicious person:

If a person enters the site who is suspected by a staff member to be potentially dangerous or could put the children at risk, the Forest School Leader will join the person who raised the alarm, evaluate the situation and decide if intervention is safe, or if evacuation should continue.

If evacuation is necessary, the Forest School Leader will challenge the intruder and politely ask them to leave. At the same time the remaining staff will gather the children, doing a headcount to ensure all children are present and staff accounted for. The children will be removed from the area: depending on where the intruder is, evacuation will be via the

nursery entrance gate OR over one of the neighbouring fences towards the rear of the nursery setting.

Once the suspicious person has been removed from the site, the Forest School Leader will inform the police and follow their advice. Then they will call the rest of the team via phone to advise the next steps.

The Forest School Leader will contact the General Manager, and all parents will be informed of the incident.

Lockdown

We will activate this emergency procedure in response to the following types of situations:

- A reported incident or disturbance in the local community (with potential to pose a risk to children and staff)
- A warning being received regarding a risk locally of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery (as long as it is safer staying on site rather than leaving)

The Forest School Leader will call the children and adults to base camp. Once everyone has been accounted for, they will lead the group to a safe indoor space (our room towards the rear of the church hall), where a final head count of all children and adults will take place.

Staff will ensure the windows are closed and the door locked, wherever safe to do so.

The Forest School Leader will call the General Manager and inform them of the situation. In cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions. Once the all clear has been given the Forest School Leader will inform staff and the session can continue.

When convenient, the Forest School Leader will inform all parents of the incident.

Emergency laminated card

The Woodland Nursery – Kidbrooke Park 62 Kidbrooke Park Road London SE3 0DU Phone: 07565 690739 what3words: ///spun.nests.sung https://w3w.co/spun.nests.sung	Emergency procedure: In an emergency the Forest School Leader will be responsible for contacting the emergency services. If there is a stranger, the Forest School Leader will approach, and the other staff are to evacuate the children by climbing over a neighbour's fence (towards the rear of the nursery setting). If we need to evacuate the site, the Forest School Leader will escort the children through the entrance gate then walk and assemble in the car park at the front of the church hall.

This policy was adopted by	The Woodland Nursery
Date to be reviewed	October 2027
Signed on behalf of the provider	T Paskins
Role of signatory (e.g. chair, director or owner)	Nursery Owner