

Burgh After School Club



Emergency Procedures

The following emergency procedures will be put in place if a parent/carer fails to collect their children after the club closes. Two members of staff should remain throughout the procedure – one to stay with the child(ren) while the other makes the arrangements.

5.45pm

Phone the parent/guardian at work or the given number.

Phone first emergency number, then any other number that's been given.

If unsuccessful:

Phone emergency Duty Social Work service

Randell House Macmerry 01875 824 090

Social work will return your call to confirm details and arrange a safe place for the child(ren).

Reassure the child(ren) and inform them what is happening.

Inform the janitor that you have an emergency.

If you leave the building a mobile phone should be taken with you.

Take contact details and the child(ren) to the designated venue.

Record the incident and outcome in the appropriate form and sign and date the entry.

The Administrator will follow up contact with the parent after the incident.

May 2017