



Fire Safety Policy and Evacuation Procedure

At Jumpin Jacks Day Nursery we follow the guidance from the EYFS which states that "providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure."

Fire detection and control equipment -

- We have smoke alarms around the setting and in each room.
- We have fire extinguishers located in the entrance in each nursery room, the office and the kitchen.
- We have fire alarms located in the entrance and in each nursery room.
- We have fire blankets located within the kitchen.

Checks are carried out on our equipment yearly to ensure that they are in good working order. It is the responsibility of the nursery director, **Julie Howarth** to ensure that these checks are completed.

Responsibilities of staff during an evacuation -

Fire safety Officer - **Kirsty Ward (Nursery Manager)**. In the absence of the fire safety officer then **Patricia Poole (Assistant Manager)** will undertake the responsibility.

It is the responsibility of all staff to ensure that all children are evacuated safely from the building and that all staff members are keeping children safe.

Helping Babies during an evacuation -

- There are 2 evacuation trolleys located outside the baby room, these should be put up immediately in Lillies garden and babies are then passed to a practitioner outside and placed into the evacuation trolleys.
- The practitioners working in the baby room will be supported by either the Cook (Nikki Glen) or Manager (Kirsty Ward).

Evacuation Routes:-

- All evacuation routes are clearly identified in the evacuation route plans which are located in each room, including the office and kitchen.
- All staff members are informed of the fire evacuation route before they start at the setting through their induction.
- All fire exits are identified and are labelled with "fire exit" signs.
- All fire exits are unlocked before children arrive at the setting and are kept free from obstruction throughout the day. It is the responsibility of the room Senior to ensure that the fire exits located in their room are free from obstruction.

Checks that are made -

- Daily risk assessments are carried out in each room and outdoor area. When completing risk assessments of the room and outdoor area practitioners check to ensure that all doors are free from obstruction and are in good working order. Practitioners also check that the padlock on the gates are unlocked and are easily opened by a practitioner.
- We also complete fire evacuation practices which are carried out regularly and at least once a term. These are recorded in the "fire folder" which is located in the office. This is the responsibility of the nursery manager or in her absence, Beth Kane (Deputy manager)
- Fire alarms are tested often and this is also recorded in the "fire folder". This is the responsibility of the nursery manager, assistant manager and nursery director.

Evacuation point -

- We have a clearly identified assembly point which is next to the Indian takeaway behind the nursery. This is located on all of the fire escape route plans and all practitioners are informed during their induction period.

Evacuations -

- Evacuations are practiced regularly, at least once a term. It is the responsibility of the manager to ensure that these practices are carried out.
- All fire evacuation practices are recorded on a fire evacuation practice sheet which is then stored in the "fire folder". Recorded on the sheet is how many children were present, how many adults were present, the time it took to fully evacuate the building and a checklist to ensure items are taken such as registers, evacuation pack etc. There is also a space to record any issues or problems that were found during the evacuation practice. If there are any

problems during an evacuation practice then this is risk assessed as necessary.

Evacuation procedure: -

- The fire safety officer (Kirsty Ward) must ensure that the nursery evacuation pack which includes, the fire marshal jacket, the practitioner signing in and out sheet and the visitor signing in and out sheet are all taken during an evacuation.
- The black nursery I-pad should also be taken
- Children in the daisies room must hold hands in pairs and practitioners must ensure that any younger children are supported and children with a PEEP are evacuated by the designated person.
- The nearest fire exit must be used and the children must walk calmly to the fire assembly point.
- If the fire alarm has sounded and it is not a drill then children will only be allowed back into nursery once it has been deemed safe to do so.
- All rooms should take any necessary medication and their fire evacuation bag with them.

Contingency plan -

- In the event of a fire and should we not be allowed back into the nursery we will locate to Good Shepherd church hall on Church Balk. Parents/carers will be contacted from there to come and collect their child.
- The key to the church hall is kept in Daisies fire evacuation bag.

Children and/or staff with SEN or additional needs -

- If a child has SEN or additional needs where they will require extra support in an evacuation then the setting SENCO will complete a PEEP form for this child. This will include information regarding how the child will be supported in an evacuation as well as who is responsible for ensuring the safe evacuation of the child. There is also a second designated person for responsibility of the child in case the first person is absent from nursery.
- If there is a staff member with additional needs then a plan will be put in place to support the staff member in case of an evacuation. The plan will state the procedure to be followed as well as who is responsible for ensuring the safe evacuation for the staff member, as well as a second person responsible in case of the first person being absent from nursery.

Informing Ofsted -

- In the event of a fire or any significant event Ofsted will be informed as soon as reasonably practicable or within 14 days of the event happening.

Setting procedure for any critical incidents -

- In the event of a fire or any significant event which may affect the premises used for caring for children Ofsted will be informed as soon as reasonably practicable or within 14 days of the event happening. It is the responsibility of the nursery manager to ensure that Ofsted are informed. This will be done by telephone and followed up by email. Any conversations taken place will be recorded.
- If there is a critical incident which may affect the premises a thorough risk assessment will be carried out prior to children or visitors being allowed inside the building. If the nursery is deemed unsafe then the nursery will be closed. Parents will be informed by telephone and the nursery will also update parents of the situation on Facebook. The nursery will not be re-opened until it is deemed safe to do so.

This policy will be reviewed annually or sooner should the need arise.

This policy was implemented By Kirsty Ward on 18th August 2025