**St. Michael’s Playgroup**

**In the event of an emergency**

If a medical emergency occurs to the children we will follow our Accident policy and procedure

If a fire occurs we will follow our fire evacuation procedure

If an emergency occurs such as a staff member having to leave for medical or other reasons we will:

Check the ratios of adults to children to ensure we meet the welfare requirements of the EYFS . If we do , we will continue to operate as usual. If we do not we will attempt to obtain a cover member of staff to work. If this is not a possibility we will contact parents to collect their children .

If the children have witnessed the staff/child illness/accident we will comfort the children and explain what has happened in language appropriate to them

If the emergency is related to the building eg it becomes unsafe we will: Gather all the children and take the register,contact the appropriate persons to arrange repairs . Contact the children’s parents to arrange them to collect the children . Comfort the children until they are collected .