

# Emergency Procedure



If an emergency should occur the forest school leader and supporting adult/s will:

1. Ensure the safety of the group by gathering them together immediately and sitting the children down in a safe area using the emergency snack box as a distraction if necessary. Take a register to make sure all children are accounted for.
2. Call 999 from the mobile phone, the forest school phones are always in the first aid bum bags which are worn by the ACE staff and the forest school leader.

The location for forest school sessions is Logan's Meadow (address below), but the setting will always know exactly where the forest school session is going to be held each time a group leaves the setting.

**Logan's Meadow Local Nature Reserve**  
**Logan's Way**  
**Cambridge**  
**CB4 1 BL**

3. Call the Day Nursery on **01223 366355**
4. Follow the instructions from Sarah Piotrowski or Hanna Ochalik-Baca at ACE Day Nursery.

## If a child goes missing on an outing (Small Group)

1. The entire group will be brought together, and a quick register taken.
2. Ensure the safety of the rest of the children and then send at least one adult to look in the immediate locality, keeping in contact with the group via the nursery phone.
3. If the child isn't found the senior member of staff should:
  - 1) Phone the police on 999.
  - 2) Phone ACE Day Nursery and follow instructions from the management.

**The forest school leader will take the lead role of first aider.**

This information is in the first Aid kit and in the accompanying adults' bum bag.

**Policy updated:** Autumn term 2019

**Review date:** Autumn term 2020

**Signed:** *Jo Adamante*

**Position:** Forest School Leader