

Bishops Down Primary School

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# Policy for Wrap Around Care – Fire Drill

Date Agreed:	23 <sup>rd</sup> November 2015
Date for Review:	by 23 <sup>rd</sup> November 2017
Updated by:	WAC Manager
Reviewed by:	Headteacher

## Wrap Around Care Fire Drill

Train children to remain calm and alert on hearing the fire bell.

### **When the bell rings:**

1. Children stop and stand still in silence.
2. Adult tells the children to line up at the door nearest the car park (unless unsafe to do so.)
3. Adult closes windows and other outer door.
4. Children walk silently in single file, to assembly point with an adult (Front Field).  
Children with Physical disabilities must be accompanied by their one to one adult.
5. Manager/Supervisor brings out register and closes the outside door.
6. Manager/Supervisor calls the register.
7. During Holiday club the Manager asks nominated person to call the Fire service. On arrival the Manager will liaise with fire service.
8. The manager will inform the Headteacher at the earliest, safe opportunity.
9. Children wait quietly until the all clear is given.

*If the alarm sounds during the hours of 7.50am -6.00pm the same procedure applies up to point 6. The staff in the main school will call the fire service and the most senior member of staff on site will liaise with WAC manager/supervisor and the Fire Service.*

Policy revised by WAC Manager and Headteacher 2015

To be reviewed November 2017