



Developing a Policy and Procedure for Fire Safety

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 – **Statutory Framework for the Early Years Foundation Stage 2024 (GP 3.65 & CM 3.64)**

The policy and procedures must include:

- The individual responsibilities of staff during the evacuation process, including the name of the Fire Officer if appropriate.
- The fire detection and control equipment available within the setting (e.g. fire alarms, smoke detectors, fire blankets and fire extinguishers), where they are placed, who holds the responsibility to ensure this equipment is in good working order and how often equipment checks are carried out.
- The fire drills that are in place, who holds the responsibility to ensure these are regularly practiced, the frequency of the drills, how these are recorded, stored and used to inform risk assessments. How do the setting ensure that all children accessing the setting have the opportunity to be engaged in regular fire drills
- The equipment used to help evacuate the building, for e.g. evacuation cots for the youngest of children. How staff in the baby room are appropriately supported when evacuating very young children.
- The importance of making sure all evacuation routes are clearly identified, easily opened from the inside and free from obstruction at all times.
- The types of checks that are carried out daily, weekly, monthly and annually, how these are recorded and who holds the responsibility for carrying out these checks
- A clearly identified evacuation point
- The resources that accompany a fire evacuation, for e.g. registers, visitors book, contact details of parents and/or carers and fire evacuation bag which could include blankets, water, bottles/beakers/cups, first aid kit.
- The contingency plans that are in place should the children, staff and visitors not be able to re-enter the building and how parents are made aware of such contingency plans.
- The evacuation procedures in place for children or staff with additional needs and/or disabilities.
- How Ofsted will be informed of any significant event which may affect the premises used for caring for children, along with appropriate timescales.
- The settings procedure for critical incidents

The policy should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed date and next review due date.
- If any changes are made to the policy when reviewed the staff and parents need to be informed.

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.