

Little VIPs Fire Safety and Emergency Evacuation Procedure



LOWTHER ENDOWED SCHOOL
& LITTLE VIPs DAY CARE



Policy Statement

At Little VIPs Day Care we take all reasonable steps to ensure the safety of children, staff and visitors in the event of a fire or emergency. We have clear procedures in place to support the safe evacuation of all individuals and to minimise risk.

This policy forms part of the wider arrangements in place with Lowther Endowed School and is written in line with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and fire safety legislation.

Fire Safety Management

The Headteacher at Lowther Endowed School has overall responsibility for fire safety arrangements.

Within Little VIPs Day Care, Hayley Fassam (Nursery Manager) and Michelle Clark (Headteacher) are trained Fire Wardens and have responsibility for overseeing fire safety procedures, supporting evacuations and ensuring that systems and checks are carried out effectively.

We ensure that the nursery premises are compliant with fire safety regulations and that a fire risk assessment is carried out by a competent person and reviewed regularly.

The nursery is equipped with a shared fire alarm system with the school, ensuring that all areas are alerted promptly in the event of an emergency. All fire detection and control equipment, including alarms, extinguishers and emergency lighting, is checked regularly in line with required schedules.

Staff Training and Awareness

All staff receive fire safety and evacuation training as part of their induction and ongoing professional development. Staff are aware of fire procedures, evacuation routes and their individual roles and responsibilities.

Staff understand the importance of keeping fire exits clear, ensuring safe evacuation and maintaining calm and control during an emergency.

Fire Drills

Fire evacuation drills are carried out regularly, at least every three months, and also when there are significant changes within the setting, such as new children or staff.

Drills are conducted at different times of the day and on different days to ensure that all staff and children are familiar with procedures under varying circumstances.

All drills are recorded and reviewed to ensure continuous improvement.

Evacuation Procedures

In the event of a fire, the alarm will be raised immediately, and staff will evacuate the building calmly and quickly using the nearest available exit.

Staff will collect the evacuation pack, including registers, emergency contact details and a nursery mobile phone, and ensure that all children are accounted for at the designated assembly point.

Doors and windows will be closed where possible to reduce the spread of fire, and no one will return to the building unless authorised by emergency services.

Supporting Babies and Young Children

We have specific procedures in place to ensure the safe evacuation of babies and younger children.

Babies are evacuated using a designated evacuation cot, allowing multiple children to be moved quickly and safely.

For children located upstairs, staff work collaboratively to ensure safe evacuation. A three-member staff system is used, where children are passed carefully down the stairs from one staff member to another to ensure a calm and controlled process.

Staff remain calm and reassuring at all times to support children's emotional wellbeing during evacuation.

Clothing and Preparation

To ensure children are prepared in all conditions, the nursery maintains a wellie rack with spare footwear near the exit. This allows children to be safely evacuated outdoors during drills or real emergencies regardless of weather conditions.

Supervision and Accountability

Staff are responsible for ensuring that all children are safely evacuated and accounted for. Registers are maintained using the Family system, and visitor records are also taken during evacuation.

Headcounts are carried out immediately at the assembly point, and any missing individuals are reported to emergency services without delay.

Emergency Equipment

The nursery ensures that appropriate equipment is available and maintained, including:

- Fire alarms and detectors
- Fire extinguishers and blankets
- Emergency lighting
- Evacuation packs
- Nursery mobile phones

All equipment is checked regularly in line with safety requirements.

Emergency Procedures

If a fire is discovered, staff will raise the alarm immediately and begin evacuation procedures.

Emergency services will be contacted by dialling 999, and staff will follow all instructions given.

If evacuation is not possible, staff will remain in a safe location, keep children calm and alert the manager or emergency services to their location.

Monitoring and Review

This policy is reviewed regularly, including following fire drills, changes to the environment or updates to guidance.

All procedures are monitored to ensure that evacuation processes remain safe, effective and appropriate for the needs of the children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027