

Springwell Child Care

Emergency Policy

- In the event of an emergency with a child, the parent/carer/emergency contact will be informed immediately. All details of the incident will be recorded in an accident and incident report and will also be recorded in the child's personal file.
- If the service is unable to provide childcare in the event of an emergency, parents/carers will be informed beforehand if appropriate, to organise alternative arrangements. Otherwise parents/carer's emergency contacts will be called to collect the children as soon as possible if the session has already commenced. Parents and carers will be kept informed as to when normal service will be resumed.
- Regular discussions will take place with the children, of the procedure they are to follow if an incident/accident occurs to the provider, either indoors or outdoors, while they are attending.