



Seedlings Nursery & Pre-School

at

Great Horwood Church of England School

Fire & Emergency Procedures

September 2025

This policy was adopted on: 21 January 2026

Date of next review: January 2027

Signed: P.M. Shaw

Our Vision

'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.' John 15:5

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of all individuals is at the heart of all that we do; where everyone is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all our children and adults with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where all individuals learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

Fire & Emergency Procedures

Purpose:

To ensure the safety and welfare of all children, staff, and visitors during any emergency, including fire, lockdown, or other critical incidents.

This document should also be read in conjunction with Great Horwood CE School Policies:

- Health & Safety Policies
- Lockdown Policy
- Great Horwood School Emergency Plan
- Great Horwood School Staff Handbook

Incident Response Team:

Headteacher / Incident Manager: PAULA SHAW

Deputy Incident Manager: ASHLEIGH NICHOLLS

Parent Liaison Officer(s): JAZZMIN O'SHEA

Administrators: CAROLINE WHATLEY

Communications Officer / Media Spokesperson: PAULA SHAW

Seedlings Room Leader: SUE SUTTON

Seedlings Practitioners: GEMMA MCCLUSKEY & ANJELIKA JANISZEK

School Business Manager: LOUISE BRIMLEY

Key Holders: PAULA SHAW & ASHLEIGH NICHOLLS (Key lock box on site)

Emergency Contact Numbers:

County Emergency Planning Unit: 01296 331343 (ex-directory)

Thames Valley Police (last resort): 0845 8505505

Fire, Police, Ambulance: 999

Fire Assembly Points: dependent on where Seedlings Children are learning

Seedlings Classrooms: Front of Victorian School Playground -

In the main school: Bottom Playground

Alternative: Grass area outside Scout Hut near school fence

Evacuation Centre: St James' Church (for full decant) or the Village Hall

Roles and Responsibilities:

Incident Manager: Coordinates emergency response, liaises with emergency services, monitors welfare, authorises communications.

Deputy Incident Manager: Supports Incident Manager, manages staff rota, monitors staff welfare.

Parent Liaison Officer: Provides consistent information to parents, arranges meeting points, logs calls.

Administrators: Handle calls, maintain logs, collate information, support Incident Manager.

Communications Officer: Liaises with County Council Communications Team, prepares media statements, manages internal updates.

Seedlings Staff: Maintain supervision, ensure safety and security of children, monitor welfare, reassure pupils.

School Business Manager: Ensures site security, manages access, supports emergency services.

Emergency Procedures:

On-Site Incidents:

- Raise alarm immediately (fire alarm = one long continuous bell)
- Evacuate using designated routes:
- Seedlings Classrooms: Leave through the main Victorian school door onto the front playground
- Take ipad and emergency first aid bags and medication if safe to do so.

- Account for all children and staff at assembly point.
- Do not re-enter until authorised by emergency services.
- **Off-Site Incidents:**
Follow Educational Visits Policy.
- Group Leader to call County Emergency Number and provide details.

Lockdown Summary:

- Refer to Great Horwood School Lockdown Policy
- Signal: Three short blasts of fire bell or verbal instruction.
- Move children to safe areas, lock doors, close blinds.
- Keep children calm and seated away from windows.
- Await all-clear signal before resuming normal activities.

Communication:

- **999 call:** Provide school name, address, nature of emergency.
Parent updates: Only authorised by Headteacher/Incident Manager.
Media: Managed by Communications Officer with County Council support.
- **Training and Drills:**
Fire drills: Minimum three per year (including one full evacuation to St James' Church).
Lockdown drills: Termly.
- **Staff training:** Annual fire safety and emergency response training.

Procedure Monitoring & Review:

- To be reviewed at least annually or after an incident or when guidance changes.

P.M. Shaw

PAULA SHAW
HEADTEACHER