



# Incidents and Emergencies Policy

## KJV Community Children's Choir

Registered Charity No: 1198653

*October 2022*

KJV takes the welfare of its members seriously and has several measures in place to deal with a range of incidents and emergencies including the provision of first aid, evacuation and invacuation procedures, and how to manage missing children. This policy sets out the guidelines for some of these events.

### Assistance from parent helpers

One of the central components of keeping the children safe for the duration of rehearsals and concerts is the appointing of several parent helpers who are able to concentrate on the welfare of the children, leaving the staff to have their full attention on teaching. Ideally three are present at each rehearsal, one in the main hall, another in the secondary room and a third to be placed as necessary, though often in the main hall. It is the duties of the parent helpers to:

- Sign the children in and out of the rehearsal
- Monitor the movement of children out of the room to use the toilet facilities
- Help with any minor incidents, e.g. spillages
- Assist with first aid, either by administering it or helping to manage the other children as necessary
- Provide additional assistance in emergencies such as evacuation, invacuation or the location of missing children
- Phone parents of children who have not been collected or who fall ill during rehearsal

All parent helpers have an Enhanced DBS Certificate provided through King's College School. In addition to this, parents who help at concerts have a County Chaperone Licence as per the county guidelines.

### First Aid or Illness

#### First Aid

A large First Aid kit is brought to each rehearsal which is available for use by any of the adults present. The Director of Music and a number of parent helpers have had First Aid training and attempt to keep this up to date with refresher courses when possible.

The staff and parent helpers will work as a team to respond to an accident or illness appropriately by giving the relevant immediate help, including calling for an ambulance if necessary, contacting the parents or guardians (or other emergency contact) and supervising the children to ensure they are safe and reassured.

The parents or guardians of the injured or ill child will be contacted either immediately by phone, at the end of rehearsal or after rehearsal via phone or email.

### Recording accidents and near misses

All accidents or near misses are reported to the Director of Music who keeps an Accident Record Book. Any accidents or near misses are reviewed and, if it is deemed necessary, reported to the School Bursar and the trustees for investigation.

### Individual medical equipment

Children who require medical equipment (e.g. epi-pens, inhalers) are asked to bring their own to rehearsals and concerts. During the annual registration process the parents and guardians are asked to inform the staff of any medical conditions, including allergies, and what action may need to be taken. If any new medical conditions arise during the year, or there are any changes to existing ones, the parents and guardians must inform the staff.

## Evacuation procedure

In the event of an evacuation:

- All must exit the building using the relevant escape route and following instruction from the staff or parent helpers
- A parent helper must ensure that any child with reduced mobility is able to exit the building safely
- If safe to do so, a parent helper will check the toilets and other areas to ensure all children are out of the building
- All will walk calmly to the muster point on the playing field and the children will line up as Roos/Kangas/Robins
- The register will be taken and any missing person will be searched for by a staff member or parent helper, but only if it is safe to do so
- Emergency services will be called
- Parents and guardians will be contacted via email to explain the situation, if necessary

## Invacuation procedure

In the event of an invacuation:

- Lock the three external doors to the building from the inside (main hall, plus two from corridor)
- Close all windows on the ground floor
- If using the classroom, lock the door from the inside
- Communicate with other staff, site users and emergency services using mobile phones
- Staff and parent helpers to work together to keep the children calm and to understand and respond to the situation
- If necessary, the register will be taken and any missing person will be searched for by a staff member or parent helper, but only if it is safe to do so
- Emergency services will be called
- Parents and guardians will be contacted via email to explain the situation, if necessary

## Missing child procedure

The opportunities for children to go missing during a KJV rehearsal are small due to the security of the school site. However, it is possible for children to leave the building, their main opportunity being when leaving the room to use the toilet facilities. The parent helpers monitor the movements of the children in and out of the room, providing assistance if necessary, and will go to check on a child if they are out of the room for longer than expected.

If a child is identified as missing:

- All staff and parent helpers will be informed and will organise a search of the immediate vicinity, whilst keeping the other children safe and calm
- One parent helper will walk to the site entrance
- Contact will be made with the parents or guardians (or other emergency contact) to inform them and to check that the child has not been collected from the rehearsal early
- If necessary, the search may be widened to cover the whole site
- The police will be informed

## Child not collected procedure

If a child has still not been collected by their parent or guardian 15 minutes after the rehearsal has ended, the following steps will be taken in order until the issue is resolved:

- The parent/guardian will be contacted by phone
- Any additional emergency contact will be contacted by phone
- The child will remain in the care of KJV at the rehearsal venue with at least two adults in attendance
- The police and social care will be informed

**Policy adopted: October 2022**