



SAFE PLACE PROCEDURE

In the event that the nursery becomes unsafe or unsuitable for children, we will then start the process of evacuating the nursery. We have three pre-agreed locations within the Tolworth area that are designated safe places for the staff and children of Acorn to Oak.

Location 1:

Hook Pre-School
Hook Parish Hall, Hook Road
KT9 1PL
Chessington

02083975226

The Manager or deputy manager will use the mobile phone to contact location to make them aware of our arrival.

Parents/carers will be contacted as soon as possible to make them aware of the situation and our location. Parents/carers will be asked to collect children from the 'safe place' as soon as possible.

Parents will be kept informed either by email or telephone whether or not children can return to the nursery the following day.

Our 'safe place' locations are to be used in the event of an emergency only and are not business continuity locations.

The safe place confirmation emails and maps to these locations are attached to this policy for reference. A copy of all documents is also kept in the emergency 'bag'.