

Coldstream ELC

Fire and Security Policy

Date: September 2024

Review Dates: January 2026

1. Purpose

This policy outlines the procedures for fire safety and security at Coldstream ELC. It aims to ensure the safety of all children, staff, and visitors, and to provide clear guidance on evacuation and safeguarding measures. This policy aligns with current national guidance and Scottish Borders Council (SBC) procedures.

2. Fire Safety

2.1 Fire Drills

- Fire drills are carried out **regularly** to ensure children and staff are familiar with procedures.
- All children are taught how to respond safely when the fire alarm sounds.
- Staff maintain a **daily fire register**, which is taken outside during evacuation along with the green and red laminated cards. These show if all children are present or if some children have been elsewhere in the school (e.g. with Speech and Language Therapist)

2.2 Fire Evacuation Procedure

When the alarm sounds:

1. Proceed to the outside door leading to the garden immediately.
 2. Walk sensibly to avoid slips, trips, or falls.
 3. Follow staff to the **designated grass playground outside the ELC**.
 4. Line up children so they can be counted accurately. Hold up green or red card. If holding up the red card SLT will come and check on the situation.
 5. Only re-enter the ELC when the **Head Teacher** or **Fire Brigade** confirms it is safe.
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3. Security

3.1 General Security Measures

- The ELC setting is secure at all times.
- Staff perform regular head counts to ensure all children are within the ELC perimeter.
- The door to the garden is open during the day for free-flow play, but all other access points are secured.

- Gates between the school perimeter and the garden area remain **closed at all times**; children cannot open them.
- Outdoor play areas are fully **fenced** to keep children within the ELC perimeter.

3.2 Collection Procedures

- Parents/carers are asked to provide a **password** in case someone unfamiliar collects a child.
- Staff maintain a **photo record of all main adults** authorised to collect children.
- Only authorised adults with the correct password or identification will be allowed to collect a child.

4. Responsibilities

- **Staff:** Ensure children are counted, follow evacuation procedures, maintain security measures, and supervise children at all times.
- **Head Teacher / Principal Teacher/ EYO:** Monitor safety compliance, organise fire drills, review procedures, and liaise with emergency services as necessary.
- **Parents/Carers:** Provide up-to-date emergency contacts, passwords, and follow collection procedures.

SLT Signature: *Catherine Douglas*

Date: 05.01.2026