



Elements Outdoor Learning Emergency Procedures

In case of an emergency

- ❖ Stop all activities – the team leader will remain with the casualty, all tools will be put down, activities stopped, and a member of the team will bring everyone to base. One member of the team will remain with children to keep the group calm and explain the situation if needed.
- ❖ Assess the situation and casualty/ies, Make the area as safe as possible.
- ❖ Qualified first aider to administer appropriate first aid if required.
- ❖ Get help - If emergency services are needed Phone 999 and specify the service required (ambulance / air ambulance / fire / police). Using the risk assessment, give the location including the postcode or grid-reference. Give a brief description of the nature of the emergency, when it occurred and the condition of any casualties.
- ❖ Deal with the group situation - Continue giving first aid to casualties as required, make them as comfortable as possible and monitor their condition until medical help arrives. Keep all participants on site calm and happy. Report to parents and arrange transport.
- ❖ Contact - Parents will be called to arrange for pick up.
- ❖ Safe until collected - All children will remain with us until collected.
- ❖ If a head, neck, spinal, pelvic or leg injury is suspected, or the child complains of severe pain on movement, **do not move them** unless necessary for immediate safety (e.g. fire, falling tree). Keep them still and comfortable until emergency services arrive

Call 999 immediately if a child or adult:

- ❖ Loses consciousness
- ❖ Has a suspected head, neck, spinal or pelvic injury
- ❖ Suffers a significant fall and is unable or unwilling to move due to pain
- ❖ Has visible deformity of a limb, suspected fracture or dislocation
- ❖ Has severe or uncontrolled bleeding

- ❖ Has difficulty breathing, severe chest pain or suspected allergic reaction
- ❖ Shows persistent reduced responsiveness or confusion
- ❖ Or if staff are in any doubt about the need for urgent medical attention.

Incident Reporting and Statutory Notifications

- ❖ All incidents and near-misses will be recorded in writing on the same day.
- ❖ Serious injuries requiring hospital treatment will be reported to Ofsted within 14 days and to the Health & Safety Executive (HSE) under RIDDOR without delay.
- ❖ The insurer will be notified promptly.

In case of a Fire

1. If a fire becomes out of control and attempts to extinguish it have failed, blow the whistle and call the “Urgent, Walk to me” instruction.
2. All adults and children to put down tools immediately and follow instruction.
3. A register will be taken to ensure everyone who attended that day are present and safe.
4. Immediately call 999 for the Fire brigade.
5. Clearly give nature of emergency and the setting information. State location by both postcode and What3Words grid reference.
6. Adults will walk children to safe emergency meeting point near the car park.
7. Parents will be called to arrange for pick up.
8. All children will remain with us until collected.

In case of a missing person

- ❖ As soon as it is noticed that a child is missing, staff are to inform the Session Leader.
- ❖ A headcount is carried out to ensure that no other child is missing.
- ❖ If all participants are not accounted for, our ‘call to return’ is sounded 3 times. Children are taught at Elements this is a ‘must show yourself’ call to action.
- ❖ Session leader to nominate as many adults as possible to thoroughly search the setting and one adult to sit with all other Elements participants.
- ❖ Adequate supervision whilst keeping children calm and happy so not to create panic, questions will be asked to determine the length of time the child has been missing, last point

they were seen and any potential direction (if not already established). A normal routine will be maintained as much as possible.

The Search

- ❖ Search techniques will start with the point the child was last seen (LKP) and obvious places.
- ❖ If still not found, search and rescue (SAR) methods will be immediately instructed to adults in the search team. Methods will depend on the child's last known position. These will move outwards using either grid search or choke point search techniques. All easily instructed, whilst maintaining good practice and ensuring time efficiency.
- ❖ Look for the child and shout their name in the immediate vicinity. Remember that they may be in undergrowth/unresponsive. (Have first aid kit ready)
- ❖ If the child is still not found after 10 minutes the police will be called by the team leader, followed by parents.
- ❖ The police will want to know: Location, next of kin, detailed description (age, clothing etc), circumstances – what triggered the disappearance, who is searching where, your contact details.
- ❖ All staff will be extra vigilant to any suspicious behaviour or persons in and around the setting.

When the child is found:

- ❖ Ensure welfare needs of missing child is met.
- ❖ Ensure everyone is informed - group adults, police, parents
- ❖ Staff will be debriefed
- ❖ After the incident, complete an incident form and amend risk assessments as necessary.
- ❖ All Children to go home with parents. All children will be with designated responsible adult until collected.

Public Finding of Missing Child

- ❖ In the event of missing child being found by a member of the public.
- ❖ Ensure welfare needs of missing child is met.
- ❖ Obtain contact details of the member of the public and where the child was found.

- ❖ Advise them not to talk to press /media or mention the incident on social media for 24 hours to enable family to be informed and for the details of the incident to be established either by Elements Outdoor Learning and/or the emergency services.
- ❖ Safeguarding issues to be considered if member of the public involved.

This policy was adopted by

Elements Outdoor Learning

On

07/10/2025

Date to be reviewed

10/26

Signed on behalf of the provider

Name of signatory

Saira Court