Emergency Procedures Policy

Policy owner	Netty's Fitness Fun
Date of policy	August 2026
Review date	August 2027

1. Purpose

Netty's Fitness Fun is committed to providing a safe environment for all children attending our fitness and activity sessions.

This policy sets out the procedures to be followed in the event of an accident, injury, illness, fire, missing child or other emergency.

The priority in any emergency is to remain calm, protect the children and obtain appropriate help as quickly as possible.

2. Emergency contact information

Session location: Worlingham Community Hall, St Peter's Close, Worlingham, NR34 7GA

Emergency services: 999

Police non-emergency: 101

Session Leader / Responsible Adult: Annette Copeman-Lamoureux

Mobile: 07810 604262

Emergency venue contact: Name _____ Telephone _____

Nearest hospital / urgent treatment facility: James Paget University Hospital

3. General emergency procedure

1. Stay calm and assess the situation.
2. Stop the activity if necessary.
3. Make the area safe and prevent further injury.
4. Check the child or person requiring assistance.
5. Call 999 where emergency medical, police or fire assistance is required.
6. Ensure the remaining children are supervised and kept safe.
7. Contact the child's parent/carer as soon as appropriate.
8. Provide first aid within the limits of their training.
9. Record the incident as soon as possible.
10. Inform the venue where appropriate.

4. Accidents and injuries

If a child is injured:

- Stop the activity.
- Assess the injury.
- Provide appropriate first aid if trained to do so.
- Keep the child calm and supervised.
- Contact emergency services if the injury is serious or potentially life-threatening.

- Contact the parent/carer where appropriate.
- Complete an accident/incident record.

Call 999 immediately if, for example, a child:

- Is unconscious or difficult to wake.
- Has serious difficulty breathing.
- Has a suspected serious head, neck or spinal injury.
- Has severe bleeding that cannot be controlled.
- Has a seizure lasting longer than 5 minutes or repeated seizures without recovery.
- Has a suspected serious allergic reaction.
- Has another condition where emergency medical assistance is clearly required.

Do not move a child unnecessarily if a serious head, neck or spinal injury is suspected unless they are in immediate danger.

5. First aid

Netty's Fitness Fun will ensure that appropriate first-aid arrangements are available for sessions.

A first-aid kit will be accessible and checked regularly.

The session leader will only provide first aid within the limits of their training and competence.

If further medical attention is required, parents/carers will be contacted and emergency services will be called where necessary.

6. Serious illness or medical emergency

If a child becomes seriously unwell during a session:

11. Stop the activity.
12. Assess the child.
13. Follow any relevant medical information provided by the parent/carer.
14. Provide appropriate assistance within the limits of training.
15. Call 999 if the situation is an emergency.
16. Contact the parent/carer.
17. Ensure the other children remain supervised and safe.
18. Record the incident.

Children should not be given medication unless this has been appropriately authorised and arrangements are in place.

7. Fire or evacuation

If the fire alarm sounds or a fire is suspected:

19. Stop the session immediately.
20. Remain calm.
21. Instruct children to leave the building using the nearest safe exit.
22. Do not stop to collect personal belongings.
23. Do not use lifts, where applicable.
24. Assemble at the venue's designated fire assembly point.
25. Take the register.
26. Contact 999 if the fire service has not already been called.
27. Do not re-enter the building until authorised to do so.

Fire Assembly Point: _____

The session leader will ensure that children remain together and supervised while waiting for further instructions.

8. Missing child

If a child cannot be located:

28. Stop the session and remain calm.
29. Check the immediate area and venue, including toilets and other accessible areas.
30. Keep the remaining children together and supervised.
31. Inform the venue immediately.
32. Contact the parent/carer.
33. If the child cannot be located promptly, or there is any concern that they may be at risk, contact the police on 999.
34. Record the incident and actions taken.

A missing child must be treated as a safeguarding concern.

9. Child leaves the session without permission

- Do not put other children at risk by leaving the group unsupervised.
- Ask another responsible adult, where available, to assist.
- Contact the parent/carer immediately.
- If the child is at immediate risk, contact 999.
- Record the incident as a safeguarding concern.

10. Safeguarding emergency

If a child discloses abuse, appears to be at immediate risk, or there is another serious safeguarding concern:

- Listen calmly.
- Take the child seriously.
- Do not investigate.
- Do not promise confidentiality.
- Keep the child safe.
- Contact the appropriate safeguarding service.
- Call 999 if there is an immediate risk of serious harm.
- Complete a safeguarding concern form.

Safeguarding concerns must be handled in accordance with the Netty’s Fitness Fun Safeguarding Children Policy and Child Protection Policy.

11. Severe weather or unsafe conditions

If weather or environmental conditions make the venue or activity unsafe, the session may be cancelled, shortened or stopped.

Examples include:

- Severe storms
- Flooding
- Extreme heat
- Unsafe travel conditions
- Loss of heating or lighting
- Any other condition that creates an unacceptable risk

Parents/carers will be informed as soon as reasonably possible of any cancellation or significant change.

12. Building failure or loss of utilities

- Stop the activity.
- Assess whether the building remains safe.
- Evacuate if necessary.
- Contact the venue.
- Call emergency services if there is an immediate danger.
- Keep children supervised until parents/carers can collect them safely.

13. Serious incident involving an adult

- Stop the activity if necessary.
- Call 999 if required.
- Provide first aid within the limits of training.
- Ensure children are supervised and kept away from the incident where appropriate.
- Contact the relevant emergency contact.
- Record the incident.

14. Emergency contact and collection arrangements

Parents/carers must provide accurate emergency contact information when registering their child.

Parents/carers should inform Netty’s Fitness Fun of any changes to:

- Telephone numbers
- Emergency contacts
- Relevant medical information
- Collection arrangements

Children will only be released in accordance with the agreed collection arrangements.

15. Incident and accident recording

All significant accidents, injuries and emergencies will be recorded.

Records should include:

- Date and time
- Child's name
- Location
- What happened
- Injury or concern
- Action taken
- First aid provided
- Whether emergency services were contacted
- Whether the parent/carer was informed
- Names of relevant witnesses
- Name of person completing the report

Records will be stored securely and treated confidentially.

16. Review

This policy will be reviewed annually or sooner if:

- There is a significant incident.
- The venue or session arrangements change.
- New risks are identified.
- Relevant guidance or legal requirements change.

Approval

Signed	A. Copeman-Lamoureux
Role	Owner / Session Leader
Date signed	21 September 2026
Next review	August 2027