

FIRE DRILL POLICY



PSP will ensure that the children practise how to remain calm and alert on hearing the fire bell.

When the bell rings:

1. Children stop and stand still in silence.
2. An adult will tell the children to line up at the door nearest the playground/ field (unless deemed unsafe to do so).
3. An adult closes windows and other outer door, closes side door into kitchenette, if ajar.
4. Children walk silently in single file, to assembly point with an adult (furthest point on field). Children with physical disabilities must be accompanied by their one-to-one adult.
5. PSP Manager/Supervisor brings out the register and closes the outside door.
6. PSP Manager/Supervisor calls the register.
7. During PSP Holiday Camp the Manager asks nominated person to call the Fire Service.
8. On arrival the PSP Manager will liaise with Fire Service.
9. The PSP Manager will inform the Head teacher/ Site owner at the earliest, safe opportunity.
10. Children wait quietly until the 'all clear' is given.

If the alarm sounds during the hours of 7.30am -6.00pm (during school term time) the same procedure applies up to point 6. The staff in the main school will call the fire service and the most senior member of staff on site will liaise with Beehive manager/supervisor and the Fire Service.

This policy was adopted by: PSP	Date: 10/01/2026
To be Reviewed: 10/01/2028	Signed by: Jessica Finch PSP Manager