



The Children's Ark, Church Road,
Pendeen,
TR19 7SE
Tel: (01736) 787167
office@childrens-ark.org.uk
Charity ref: 1147389
Ofsted: EY457353

Emergency Procedure

In case of major accident or illness

1. Nearest member of staff with first aid certificate to tend to child.
2. Second adult to call ambulance, report back to first aider and then phone child's parents. If necessary, phone a member of the committee.
3. Third adults (if there are enough adults) to stay with first aider to offer support.
4. Others adults keep children calm and taken to another area
5. Staff member to accompany child in ambulance.
6. Notify Ofsted and RIDDOR.

For Minor Accidents

1. Member of staff attends to child, if necessary withdrawing them to a quiet place.
2. Fill in accident book.
3. Explain incident to parent/guardian and ensure they sign accident book.

This procedure was adopted at a staff meeting of The Children's Ark

Held on.....

Signed..... Print Name.....

And at the committee meeting:

Held on.....

Signed by chairperson..... Print Name.....