

## **Emergency Contacts Policy**

Health and Social Care Standards:

*4.14 My care and support is provided in a planned and safe way, including if there is any emergency or unexpected event.*

For each child that attends any Stramash session, emergency contact information will be stored on their file. Parents/Carers can provide as many emergency contacts as they deem necessary; Stramash requests at least two emergency contacts in case the first contact is unreachable. This information for emergency contacts includes:

- Name
- Contact number(s)
- Relationship to the child
- Any possible conditions to collecting the child (days of the week, etc)

Stramash will also request the set up of a password for each child to ensure that any adult collecting the child is safe to do so. This data will also be stored on the child's individual file.

Although it is the responsibility of the parent/carer to ensure that the data for emergency contacts remains up to date, which they can do by contacting the Team Leader or Senior Practitioner, there will be updates requested throughout the year.

The data will be stored physically in the child's file and digitally in their individual INM account. In both cases, this data can only be accessed by authorised personnel.. The long-term storage of this data will comply with GDPR guidance. *For more information, see the Stramash GDPR Policy.*

Emergency contacts will be contacted:

- If a child is unwell or has been sick;
- If a child has hurt themselves and may need checked by doctors;
- If a parent is late picking up (by more than 15 minutes);
- If someone who doesn't know the password is trying to pick up;
- If the child's well being requires parental/carer support (ie forgotten to bring lunch, or forgotten inhaler);
- The nursery has to close unexpectedly.

*Note: this list is not exhaustive and there may be other times where it is appropriate to contact the emergency contacts.*