



HND Children's Care
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Hamida House – Fire Safety and Emergency Evacuation Plan

Home Name: Hamida House

Provider: HND Children's Care Ltd.

Address: 2 Earlswood Road, Birches Head, Stoke-on-Trent, ST1 6UF

Home Type: One-bed solo placement children's home

Staff and Young People induction, especially around the fire safety element.

Staff and Young Person Induction Procedure – Fire Safety and Emergency Arrangements

Purpose of the Induction Procedure

The purpose of this induction procedure is to ensure that all staff, children, young people, visitors, and relevant professionals understand the fire safety arrangements, emergency procedures, evacuation expectations, safeguarding responsibilities, and health and safety requirements within Hamida House.

Hamida House recognises that children placed within the home may present with complex emotional, behavioural, developmental, mental health, trauma-related, or neurodevelopmental needs. The home therefore adopts a trauma-informed, child-centred, and individualised approach to induction arrangements while ensuring compliance with:

- Children's Homes (England) Regulations 2015
- Quality Standards
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety legislation
- Safeguarding legislation
- Ofsted expectations and guidance

The induction process ensures all individuals understand how to remain safe within the home environment and how to respond appropriately in the event of a fire or emergency situation.

Staff Induction – Fire Safety and Emergency Procedures

All new staff, including permanent staff, bank staff, agency workers, students, and volunteers, will complete a structured induction process before working independently within the home.

The induction process will include:

- Introduction to the home layout and environment
- Safeguarding expectations and procedures
- Fire safety arrangements
- Emergency evacuation procedures
- Health and safety responsibilities
- Risk management procedures
- Child-specific safeguarding risks
- Missing-from-home procedures
- Behaviour support expectations
- Professional boundaries and conduct
- Incident reporting procedures
- Night-time arrangements and responsibilities

Staff will be shown:

- Fire exits and evacuation routes
- The location of smoke alarms and heat detectors
- Fire extinguishers and fire blankets
- The emergency assembly point
- The location of emergency contact numbers
- Electrical shut-off points where appropriate
- Procedures for contacting emergency services
- The fire logbook and emergency documentation

All staff will receive guidance regarding:

- Responding calmly and professionally during emergencies

- Supporting children therapeutically during evacuations
- Managing distressed or dysregulated children during emergencies
- Night-time evacuation procedures
- Individual child evacuation plans and risks
- Procedures where a child refuses to evacuate
- Fire prevention responsibilities
- Smoking and vaping restrictions within the home
- Recording and reporting requirements following incidents or drills

Staff must read and understand:

- The Fire Safety Policy
- Evacuation Strategy
- Health and Safety Policy
- Safeguarding Policy
- Missing-from-Home Procedures
- Behaviour Support Policy
- Risk Assessments relevant to the child placed at the home

No staff member will work unsupervised until management are satisfied they understand the home's fire safety arrangements, safeguarding expectations, emergency procedures, and operational practices.

All staff must complete fire safety training, including practical fire awareness and evacuation procedures, as part of induction and refresher training thereafter.

Young Person Induction – Fire Safety and Emergency Procedures

All children and young people admitted to Hamida House will receive an age-appropriate, child-centred, and supportive induction to the home environment. The induction process will be adapted to reflect the child's:

- Age and understanding
- Emotional wellbeing
- Communication needs
- Trauma history
- Learning difficulties
- Autism Spectrum Disorder

- Mental health needs
- Sensory needs
- Behavioural presentation
- Any identified fire-related risks

Staff will explain fire safety arrangements in a calm, reassuring, and non-threatening manner to avoid causing unnecessary anxiety or distress.

The child will be shown:

- Fire exits and escape routes
- The emergency assembly point
- Smoke alarms and what they sound like
- Who to go to if they feel unsafe or worried
- Safe areas inside and outside the home
- Staff sleep-in and waking night arrangements
- What to do if they discover smoke or fire
- How staff will support them during emergencies

Children will be supported to understand:

- The importance of leaving the property immediately when alarms sound
- The importance of not tampering with fire safety equipment
- Fire safety expectations within the home
- Smoking and vaping rules within the home
- Why fire doors, alarms, and safety systems are important
- That staff are there to help keep them safe during emergencies

Where a child presents with:

- Fire-setting behaviours
- Risk-taking behaviours
- Emotional dysregulation
- Trauma-related responses
- Mental health concerns
- Reduced mobility

- Sleep difficulties
- Communication difficulties

individualised fire safety planning and evacuation arrangements will be implemented and explained appropriately.

Staff will regularly revisit fire safety arrangements with the child through:

- Key work sessions
- Fire drills
- Daily discussions where appropriate
- Risk management reviews
- Behaviour support planning
- Placement planning meetings

The home recognises that some children may become distressed, frightened, dysregulated, or resistant during emergencies. Staff will therefore use therapeutic communication, reassurance, emotional support, and de-escalation strategies throughout all emergency situations.

Fire Drills and Emergency Practice

Children and staff will participate in regular fire drills and evacuation practices to ensure procedures are understood and effective.

Fire drills will take place:

- At least monthly
- Following admission of a new child where appropriate
- At varying times, including night-time scenarios where appropriate
- Following significant changes to staffing or risk
- Following any fire-related incident or concern

Children will be prepared for drills in a supportive and trauma-informed manner. Staff will ensure drills are conducted safely and without causing unnecessary distress or anxiety.

All drills will be recorded and reviewed to identify:

- Evacuation times
- Staff responses
- Child responses
- Any difficulties or risks identified

- Learning outcomes or improvements required

Individual Emergency Planning

As Hamida House operates as a solo placement home, all fire safety and evacuation procedures will consider the specific needs and vulnerabilities of the individual child living within the home.

Individual evacuation planning may include consideration of:

- Emotional regulation needs
- Trauma responses
- Autism Spectrum Disorder
- Learning difficulties
- Sensory sensitivities
- Mental health presentation
- Sleep patterns
- Missing-from-home risks
- Fire-setting risks
- Resistance to evacuation
- Physical health or mobility concerns

Where additional support arrangements are required, these will be clearly documented within the child's:

- Risk assessments
- Care plans
- Behaviour support plans
- Safeguarding plans
- Evacuation plans

Staff Conduct and Responsibilities During Emergencies

All staff are expected to:

- Remain calm and professional during emergencies
- Prioritise life safety at all times
- Follow evacuation procedures and risk assessments
- Provide reassurance and emotional support to children

- Use therapeutic communication and de-escalation techniques
- Contact emergency services where required
- Record and report incidents appropriately
- Follow management guidance and emergency procedures
- Maintain professional conduct at all times

Staff must never:

- Ignore fire alarms or emergency procedures
- Leave children unsupported during emergencies
- Delay evacuation unnecessarily
- Re-enter the property before authorised by emergency services
- Use inappropriate force, confrontation, or punitive approaches during emergencies

Monitoring and Review

The Registered Manager will ensure that staff induction, child induction, fire safety arrangements, and emergency procedures are regularly monitored, reviewed, and updated in line with:

- Changes in legislation
- Ofsted expectations
- Fire safety guidance
- Safeguarding developments
- Changes to the child's needs or risks
- Learning from incidents or drills
- Recommendations from professionals or inspectors

This induction procedure will be reviewed annually as a minimum or sooner where necessary.

Date of Review: _____

Reviewed By: _____

Signature: _____

