

## Emergency Evacuation policy

Knutz Out of School Club shall make every effort to keep the Club open but in exceptional circumstances we may need to close at short notice. Some possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing this does not put anyone at risk.
- Before leaving the building, the nominated person will close all accessible doors and windows if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their children. If the register is not available, the manager will obtain the off-site emergency contact list.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parents or carers cannot be contacted the Uncollected child procedure will be followed.

If the Club must close, even temporarily, or operate from alternative premises, due to the emergency, we will notify Ofsted.

Ofsted address: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Ofsted phone no: 0300 123 1231

|                   |                                 |
|-------------------|---------------------------------|
| Policy adopted by | <b>Knutz Out of School Club</b> |
| Date adopted      | 01 Jan 2025                     |
| Due for review    | January 2026                    |

Signed:   
Owner/Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.64-65]*.