

EMERGENCY EVACUATION/CLOSURE PROCEDURE

City Kids Breakfast and After School Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Assault on a staff member or child
- Serious accident or illness
- Death of a member of staff or child
- Any serious environmental, health or security situation

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 Breakfast and After School Club, the following steps will be taken:

Procedure

1. The PlayCentre Manager or Deputy should assess the threat and if an evacuation is required sound the alarm: notifying of the problem by walkie talkie and then continually blowing the whistle.
2. Everyone must STOP what they are doing. The designated staff member – either the Manager or Deputy - will take the register and mobile phone and direct the children to the nearest and safest exit to the Schools playground. (This might be the main Parish Hall entrance, but if this is not possible, could be the exit from the kitchen into Union Road.) Leave everything else. When the children are safely outside, the designated staff member will check that the children's toilets are empty.
3. A nominated person will close all accessible doors if it is safe to do so.
4. The children should be directed to walk calmly and quietly in single file via the safest route to the assembly point – the KS1 Playground.
5. The children should line up and respond YES to their name as the register is called by a staff member (preferably the Play Manager or Deputy Play Manager.)
6. If the emergency services have not yet been alerted by the School staff on site, the Playcentre Manager or Deputy will now do so.

7. In the event that the KS1 assembly point is, or becomes unsafe, the most senior staff member will lead the children, single file, via the safest route to Parkside Leisure Centre. It may be that the children are immediately asked to leave the Hall out of the door in the kitchen into Union Road, and convene at the Parkside Leisure Centre.
8. When moving to Parkside Leisure Centre, other staff members should place themselves at the end and middle of the line to ensure the children stay together. The register will be called again at the new assembly point.
9. All adults and children are to remain at the assembly point until they are told it is safe to return to the Building by the emergency services.

Staff Roles During an Evacuation:

10. If there are staff members inside and outside, the staff member inside will be the designated person. This person must ensure that they have the register and mobile phone.
11. When the children have been handed over, with the mobile phone and register, to the staff member outside, the designated person will check the children's toilets before re-joining the group at the KS1 Playground, or Parkside Leisure Centre. When everyone is quiet, the outside person should begin the register.
12. If a third staff member is present it will be their job to ensure that the youngest children know what they need to be doing and to reassure the children of their safety.
13. If any person is missing from the register, the emergency services will be informed immediately.
14. The Play Manager or Deputy will contact parents to collect their children via sending a text to the emergency contacts list, on the Club's mobile phone. (And, once set up, the WhatsApp contact list.)
15. All children will be supervised until they are safely collected.
16. If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its Uncollected Child procedure.
17. If the Club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we shall notify Ofsted.

