

Fun Factory

Emergency Evacuation/Closure Procedure

Fun Factory 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
- 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 (school playground) 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 that 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 use the emergency contacts list (kept securely off site).

- All children will be supervised until they are safely collected.

- If after every attempt, a child's parent or carers cannot be contacted, the club will follow its Uncollected Child procedure.

Children with additional needs

Individual Personal Emergency Evacuation Plans (PEEPs) will be created for any child or staff member requiring additional assistance during an evacuation. These plans will be reviewed annually or sooner if the needs of the child change.

Lone working considerations

If only one member of staff is present at the time of evacuation, their priority will be the immediate safe evacuation of all children. Emergency services will be contacted as soon as practicable, and the on-call manager notified immediately. Where possible, children will be escorted to the designated assembly point and supervised until assistance arrives.

Post-incident review

Following any emergency evacuation or closure, a debrief will be carried out with staff and management. The incident will be logged, risk assessments reviewed, and procedures updated as required. Where necessary, external agencies (e.g. safeguarding, local authority, Ofsted) will be informed.

If the club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

This policy was adopted by: Fun Factory

Date: 02/09/2025

To be reviewed: by 01/09/2026

Signed: S Rickaby

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (September 2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56].