



THE WHITE ROSE FEDERATION

EMERGENCY EVACUATION POLICY BURTON SALMON BREAKFAST & OUT OF SCHOOL CLUB

Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2022		Spring 2024	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A. Burr & A. Edwards

Links to Other Policies	



Burton Salmon Primary School Breakfast & Out of School Club

Emergency Evacuation/Closure Procedure

Burton Salmon Out of 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

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 Executive Headteacher and Head of School. They in turn will contact the emergency services, if appropriate.
- All children will be escorted from the building to the assembly point using the nearest safe exit. The assembly point is the community hall and the emergency contact to access the hall is located on the office wall.
- 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 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 once reassembled in the hall 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 Head of School can help with remote access to the emergency contact details on ScholarPack.
- 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.

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

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Telephone: 0300 123 1231

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*