



# Walker Children's Club

## Emergency Evacuation/Closure Procedure

Walker Children's 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
- 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 Walker Hall, the following steps will be taken:

- If appropriate the club co-ordinator 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 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 which is maintained in the contacts app on the club iCloud account and therefore accessible on club mobile phone and laptop.
- 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 we are unable to access the Walker Hall at the start of a session staff will remain in Walker Primary School in an area agreed with the Headteacher and arrange for parents to collect the children as soon as practical. Children who are collected from other schools will be brought to Walker School. If possible a sign will be placed at the Walker Hall to inform parents of the arrangements.

The assembly point is The old School Building on The Green.

The indoor safe place where the children can be taken to is Walker Primary School.

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

This policy was adopted by: Walker Children's Club	Date: April2019
To be reviewed: April 2020	

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]*