



## Emergency Evacuation/Closure Procedure

Funtastic Kids will make every effort to keep the club/camp open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

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

Staff are expected to familiarise themselves with the emergency exit points and fire assembly points of the camps/clubs they are working at.

Camp and club supervisors will ensure regular fire evacuation (fire drills) are completed and recorded in the camp/club supervisor folders.

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/camp, 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, usually the supervisor, 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 safe to do so.
- The register will be taken and all children and staff will be 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 provided by the administrator who keeps a copy off site and electronically
- 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 the Uncollected child procedure.

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

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

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| This policy was adopted by: Funtastic Kids Ltd | Date: February 2021                 |
| To be reviewed: February 2022                  | Signed: Louise Holloway<br>Director |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4]*.