

Club LG

Emergency Evacuation/Closure Procedure

Club LG 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.
- The staff will grab the red emergency bag which will include Contact numbers for the children.
- All children will be escorted from the building to the assembly point (front playground) using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- 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 Club LG supervisor will contact parents to collect their children.
- The Club LG supervisor will communicate with the site manager at St Gregory's Primary School and Pre-School Manager.
- 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

This policy was adopted by: Club LG	Date: 30 th November 2023
To be reviewed: 30 th November 2026	Signed: 