

The Den



Emergency Evacuation/Closure Procedure

The Den 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 Den, 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 (which is the outside classroom at the far end of the field) using the nearest safe exit.
- 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.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- 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 kept off site in school in the Secretary's office. In the event of school being closed the key holder will be contacted to allow access).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, The Den will follow its **Uncollected Child** procedure.

If The Den must close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted's E Mail enquiries@ofsted.gov.uk
Telephone: 0300 123 1231

This policy was adopted by: The Den	Date: May 2023
To be reviewed: June 2024	Signed: Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment, and equipment
[3.55]
Also complies with *Keeping Children Safe in Education (2022)*