Scotforth After School Club

Emergency Evacuation/Closure Procedure

Scotforth After 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
- Flood
- Heating & electricity 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.
- 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/ IPAD 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 a personal mobile phone to access the system from the club website.
- 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.
    - **Lock down procedure.**
      In the case of a serious assault or danger to staff and children, the school will go into 'Lock down' this will be alerted to all staff via the walkie talkie radios and the lock down alarm will be alerted if possible from the school office. In this case all staff have to bring children inside the building into the nearest classroom and lock the door behind them. All will remain there until notified that it is safe to leave. (See lock down policy)

Alternative off-site assembly points are: The Parish Hall (Scotforth Road) & The Church Yard

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 reviewed by: Marie Smith	Date: 16/09/24