



## Emergency Evacuation/Closure

Barton Kids 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 may include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a person on the premises
- Assault on a person on the premises
- 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 Play Leader will contact the emergency services and provide the Barton Kids Club mobile phone number 07786 510290 for return calls.
- Evacuation of the building will take place, following the same steps as the fire evacuation procedure (which is regularly practised).
- Before leaving the building, the Manager or Play Leader will ensure that all accessible doors and windows are closed, if it is safe to do so.
- The register will be taken and all children, staff and any visitors accounted for.
- In the event of an evacuation where it is not possible to return to the building, the children will be transferred to the school hall at Ramsey Manor Lower School, the designated place of safety.
- The Manager/Play Leader will report the incident to the Management Committee.
- The Manager/Play Leader will contact parents to report the incident and request that children are collected from Ramsey Manor Lower School immediately or at the earliest opportunity.
- The Manager/Play Leader will identify those children who are unable to be collected immediately and they will continue to be looked after at Ramsey Manor Lower School until collected.

If the Club has to close, even temporarily, as a result of the emergency, we will notify Ofsted  
Telephone: 0300 123 1231

This policy was adopted by: Barton Kids Club	Date: October 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager