

EMERGENCY EVACUATION/CLOSURE PROCEDURE



PSP will endeavour to keep the club open, but in exceptional circumstances, we may have no choice but to close at short notice.

Potential reasons for unforeseeable emergency closure include:

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

The primary concern in the event of an emergency is to ensure that both children and staff are kept safe. If it is deemed necessary to evacuate the club, the following steps will be adhered to:

- Where/if appropriate, the manager will contact the emergency services
- All children will be escorted from the building, using the nearest safe fire exit to the assembly point
- No attempt will be made to remove/collect personal items/belongings, or to re-enter the building after evacuation
- Providing that no one is put at any risk; the nominated member of staff will check the premises and collect the register (including emergency contact details)
- If it is deemed safe to do so, before leaving, the nominated person will close as many windows and doors as accessibly possible
- The register will be taken and all children and staff accounted for

- If any persons deemed missing from the register, the emergency services will be immediately informed
- The manager will contact parents/carers to collect their children. If register is destroyed/unavailable, the emergency contact list will used (stored off site)
- All children will remain supervised until collected safely
- In the circumstances, that after all effort has been made, and a child still hasn't been collected, PSP will refer to its **Uncollected Child Procedure**

If because of an emergency, the club must close or relocate temporarily, Ofsted will be notified.

This policy was adopted by: PSP	Date: 10/01/2026
To be Reviewed: 10/01/2028	Signed by: Jessica Finch PSP Manager

Written in accordance to the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Safety and Suitability of premises, environment and equipment [3.55].*