

Sedgeberrow Playgroup

Emergency Evacuation /Major/ critical Incident Closure Procedure

Sedgeberrow Playgroup will make every effort to keep the Playgroup open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Any unforeseen safety issues with the premises
- 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 Playgroup, 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 (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building the designated person will close all accessible doors and windows.
- 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.
- If unable to return to the premises staff and children will locate to a place of safety, local church, pub or a member of staffs home.
- All parents and carers will be contacted as soon as possible to enable collection of children.
- 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).
- All children will be supervised until they are safely collected.
- Details of incident will be recorded by the senior member of staff on incident form.
- Notify all relevant outside bodies e.g. Health and Safety, Ofsted, Early Years , police etc.
- If after every attempt, a child's parent or carers cannot be contacted, the playgroup will follow its **Uncollected Child** procedure.

If the Playgroup 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, NBU, Piccadilly Gate, Store Street, Manchester, M1 2WD

Telephone: 0300 123 1231

This policy was adopted by: Sedgeberrow Playgroup	Date: 30.08.2017
To be reviewed: 30.08.2022	Signed: C.Malin

Written in accordance with the EYFS welfare requirement: *Suitable Premises, Environment and Equipment*