

# Pioneer Childcare

## Emergency Evacuation/Closure Procedure

Pioneer Childcare will make every effort to keep our Clubs open, but in exceptional circumstances we may need to close at short notice.

The following are possible, but not limited to, reasons for emergency closure:

- 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 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 (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 and visitors 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 using the online register or the emergency contacts list which is held on our booking system.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent/carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

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

Ofsted Telephone: 0300 123 1231  
Email address: enquiries@ofsted.gov.uk

This policy was adopted by:	Pioneer Childcare Ltd	Date:	25 <sup>th</sup> January 2025
To be reviewed:	24 <sup>th</sup> January 2026	Signed:	<i>J. Wilkins</i>

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