




Mangotsfield Out of School Club Emergency Evacuation Policy

Policy Author:	MOOSC Management Team
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Signed:	



Emergency Evacuation Policy - MOOSC21.02

Purpose

MOOSC will make every effort to keep the Club open during the normal session times however in exceptional circumstances, the Club may need to close at short notice.

Aim

The Club will make every effort to remain open in exceptional circumstances but there will always be instances where an emergency closure would be most appropriate. Those being:

- Serious and/ or adverse 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; and/ or
- Serious accident or illness.

In the event of an emergency, the Club's primary concern will be the safety of both the children in the Club's care and that of its staff.

If it is necessary to evacuate the Club, the following steps will be taken:

- The emergency services will be contacted;
- All children will be escorted from the building to the emergency, evacuation assembly point using the nearest, safe exit;
- A nominated member of staff will check the premises to collect the session register and mobile phone (including emergency contact details) providing that this does not put anyone at risk;
- The designated person will close all accessible doors and windows;
- The register will be taken for all children and staff (if any person is missing from the register, the emergency services will be informed immediately);
- All parents/ carers will be contacted to collect their children;
- All children will continue to be safely supervised until they have been collected; and
- If after every attempt, a child's parent/ carer cannot be contacted, the Club will follow its Late & Uncollected Child Policy.

If registers or the contact details for parents/ carers are not available, the designated person will obtain the emergency contacts list from the Play Manager which is held centrally offsite.

The Club will make no attempt to collect personal belongings, or to re-enter the building should an evacuation be made.

If the Club has to close, even temporarily, or operate from alternative premises as a result of the emergency, the Club will notify OFSTED in order to comply with its responsibilities.

Related Policies

1. Health and Safety
2. Fire & Risk
3. Late & Uncollected Child