

Ightham Primary School



Emergency Evacuation Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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After School/Breakfast Club will make every effort to keep the Club 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
- 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 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. 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.
- If after every attempt, parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

Lockdown Procedure

Our Lockdown procedure is a response to any incident which has the potential to pose a threat to the safety of staff and pupils in the school. Staff will be alerted to a lockdown situation via walkie talkie using our 'CODE BLUE' alarm. Pupils who are outside of the school buildings will be brought inside as quickly as possible while those already inside should remain indoors. All external doors and windows are locked and blinds or curtains are drawn. Once in lockdown mode, one staff member should notify the emergency services and the Head Teacher while other staff take the register to confirm all children and staff are present. Staff should encourage pupils to keep calm and remain inside until emergency services arrive. Parents will be notified as soon as it is practicable to do so.

If the registration is affected we will inform Local Authority of the closure.

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This policy was adopted by: After School/Breakfast Club	Date: October 2021
To be reviewed: September 2023	Signed: Head Teacher On behalf of The Governing Body