**KNIGHTWOOD KIDS CLUB**

 **EMERGENCY EVACUATION/CLOSURE PROCEDURE**

**Knightwood Kids 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 member of staff or child**
* **Serious accident or illness**
* **Epidemic/pandemic of disease or illness**
* **Shortage of staff cover due to 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 Deputy will contact the emergency services.**
* **All children will be escorted from the building to an 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, providing it is safe to do so.**
* **The register will be taken at the assembly point and all children and staff accounted for.**
* **If any person is missing from the register, the emergency services will be informed immediately.**
* **The Manager and Deputy will contact parents to collect their children by Email, ParentMail, our Facebook Page, or our Website**
* **All children will be supervised until they are collected safely.**
* **If after every attempt, a child’s parent/carers cannot be contacted, the club will follow its UNCOLLECTED CHILD POLICY. For this reason please make sure you are contactable at all times.**

**If the club has to close, even temporarily, you will be informed. If the club has to operate from alternative premises as a result of an emergency, Ofsted will be informed if necessary. Knightwood kids club will follow Knightwood Primary School’s policies, procedures and recommendations regarding closure of the club ie if the school closes for whatever reason Knightwood Kids Club will close as well for the same amount of time.**

**Ofsted address is Ofsted, Picadilly Gate, Store Street, Manchester, M1 2WD, Telephone Number 0300 123 1231**

**Updated 13th March 2020**

**To be reviewed March 2021**

**Signed ………………………………………………**

**Updated …25th April 2021…**

**To be reviewed …………………………………….**

**Updated 9th September 2021**

**Policy reviewed January 2024**