



The Cabin Crew Out of School Club Emergency Evacuation/Closure Policy

Policy Statement

The Cabin Crew Out of School Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. Possible reasons for emergency closure include:

- 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

Closure of the Club

Where Sidegate Primary School is closed for any reason, including exceptional weather, essential or emergency site maintenance etc, The Cabin Crew will also be closed.

If Sidegate Primary School and The Cabin Crew is forced to close due to reasons beyond our control (including but not limited to the above) normal fees will still be applied.

Information on school closures is often available on local radio but can also be found on the school closures website. <http://schoolclosures.suffolk.gov.uk>

Fire Safety

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff receive training in fire safety and where necessary, we seek the advice of a competent person, such as a fire safety consultant.

The Cabin Crew Out of School Club Fire Safety Coordinator is **Leonie Smith**.

- The club holds a fire safety risk assessment carried out by a 'competent person'.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are regularly checked..
- Our evacuation procedures are clearly displayed in the premises, explained to new staff, volunteers and parents and practiced regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency Evacuation Procedure

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:

- In the absence of the Fire Safety Coordinator, a member of staff will raise the alarm and call the emergency services.
- The children will be immediately escorted out of the building to the assembly point.

- No attempt will be made to collect belongings.
- The allocated person (on the 'book') will collect the bag containing the children's contact details, staff details and session register.
- The premises will be checked by the Manager/Fire Safety Co-ordinator providing it is safe to do so.
- The Manager/Fire Safety Co-ordinator will close all accessible doors to prevent the spread of fire before they leave the building if it is safe to do so.
- The allocated person will check the register and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- 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, a child's parent or carers cannot be contacted, the Club will follow its Uncollected Child procedure

If the Club 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, Piccadilly Gate, Store Street, Manchester M1 2WD

☎: 030 123 1231

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| This policy was adopted by The Cabin Crew Out of School Club. | Date: 17 th April 2023 |
| To be reviewed: 17/04/2023 | Signed: <i>Justine Reilly</i> |
| Name of signatory: Justine Reilly | Role of signatory: Manager |

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.5 & 3.56]



The Cabin Crew Out of School Club

Emergency Evacuation In the Event of a Fire

In case of an emergency:

- **A member of staff will raise the alarm (by pressing the call point or shouting fire) and call the emergency services from the club phone or a staff mobile.**
- **The children will be escorted out of the building using the nearest exit and assemble at the designated assembly point (outdoor classroom area).**
- **No attempt will be made to collect personal belongings or to re-enter the building after evacuation.**
- **The staff member on 'book' duty will collect the session register and the bag containing the childrens contacts folder and staff details.**
- **The Playleader is responsible for checking their room is empty and for closing all accessible doors to prevent the spread of fire, as long as they are not putting themselves at risk.**
- **The register will be checked and all children and staff accounted for. If any person is missing from the register the emergency services will be informed immediately.**
- **If the register is not available, the Manager will use the emergency contacts list (which is kept off premises) to contact parents/carers.**