

Wickwar Out of School Club

Emergency Evacuation/Closure Procedure

Wickwar 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

During serious weather conditions in school term time **WOOSC** will not open if the Alexander Hosea School is closed.

Parents should:

- switch on local radio to check if the school is closed
- wait for the school text to confirm the school closure

During serious weather conditions in school holidays parents should:

- wait for a phone call to confirm the closure

Closure due to heating failure will occur if the temperature of the premises falls below and is likely to remain below, 16 degrees centigrade for longer than 60 minutes.

In the event of an emergency, closure 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 session leader 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 nominated person will close all accessible doors and windows, if it is safe to do so.
- 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 session leader will contact parents to collect their children.
- 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.

Parents will receive an email / text message updating them on the situation


Charges and refunds

Parents/carers will be charged for the first 5 consecutive days of closure. This applies to regular and casual users. If the club is closed for longer than 5 consecutive days, fees will be refunded from the 6th day.

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

Useful contacts

Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Telephone: 0300 123 1231

This policy was adopted by: Wickwar Out of School Club	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed:  Chair of committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*