

# Cheeky Monkeys Out of School Club

## Emergency Evacuation/Closure Procedure

Cheeky Monkeys OSC 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
- Coronavirus infection

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 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 manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is available through the school secure online 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.

Any child who becomes ill with symptoms which could be COVID-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. The child must then be tested for the Coronavirus infection. Most suspected cases turn out to be negative so the Club will remain open unless or until advised by the parents of the results to the test, otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

If we are informed of any positive results we will follow the NHS and government guidelines, this may result in the closure of the club. All parents will be informed immediately.

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  
Telephone: 0300 123 1231

This policy was adopted by: Cheeky Monkeys OSC	Date:10/7/20
To be reviewed: July 2021	Signed: <a href="#">L.Drover</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment  
[3.55]*