



Emergency Evacuation/Closure Procedure

Playden 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 member of staff
- Serious accident or illness
- Public health incidents (e.g. a significant infectious disease incident)

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 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 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 contact list



- All children will be supervised until they are safely collected
- If after every attempt, a child's parent or carer cannot be contacted the club will follow its uncollected child procedure

If the club must close, even temporarily, or operate from alternative premises, because of the emergency, we will notify Ofsted.

Ofsted Contact: Telephone 03000 1231231

Address: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

This procedure was adopted at a meeting of	Playden
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager

Written in accordance with EYFS 2025 and Emergency planning and response for education, childcare, and children's social care settings 2023.