



Future Leaders Club

Emergency Evacuation/Closure Procedure

Future Leaders Club will make every effort to maintain operations; however, in exceptional circumstances, we may need to close on short notice. Potential reasons for emergency closure include:

- Severe weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb threat/explosion
- Death of a staff member or child
- Assault on a staff member or child
- Serious accident or illness
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In the event of an emergency, our primary concern is to ensure the safety of children and staff. Should evacuation be required, the following procedures will be implemented:

- The manager or session supervisor will contact emergency services if appropriate.
- 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 re-enter the building after evacuation.
- A designated staff member will check the premises and collect the register (including emergency contact details), provided this does not pose a risk.
- Before exiting, the designated person will close all accessible doors and windows if safe to do so.
- The register will be taken, and all children and staff accounted for.
- If any individual is missing from the register, emergency services will be notified immediately.
- The manager will contact parents to collect their children. In the absence of the register, the manager will use the emergency contacts list, which is kept off-site.
- All children will be supervised until safely collected.
- If, despite all efforts, a child's parents or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.
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Should the Club need to close temporarily or operate from alternative premises due to the emergency, Ofsted will be notified.

Ofsted's address:

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

Telephone: 0300 123 1231

This policy was adopted by: Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambanengwe, Club 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
[3.55]