

Emergency Evacuation/Closure Procedure

If you require this document in an alternative format please contact office@tssmat.staffs.sch.uk
or 01543 472245

Last review date:	July 2020		
Next Review date:	July 2023		
Review Cycle:	3 years		
Statutory Policy:	No		
Publication:	Website. G/Policies		
Date	Version	Reason for change	Source
21.05.20	1.0	Scheduled Review	Existing TSSMAT policy

Emergency Evacuation Policy

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 a school or Care Club, the following steps will be taken:

- If appropriate the Headteacher, 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.
- If a Care Club session is affected, 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).
- If necessary to send children home from school or Care Club, all children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Trust will follow its **Uncollected Child** procedure.

If the school or Care 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 acts in conjunction with the Fire Safety Policy, and the Lockdown Policy.

***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]***