



## **HA4K Emergency & Closure Procedure**

Here at HA4K will make every effort to keep the club open, but in exceptional circumstances we may have 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
- . Any other reasons the school might have to close

In the event of an emergency our primary concern will be to ensure that all children and staff are kept safe. If it is necessary to evacuate the club the following steps will be taken:

- The manager or session lead will contact the emergency services.
- All children will be escorted from the building to an assembly point using the nearest safe exit.
- The manager or session lead will check the premises and collect the register (including the emergency contact details) providing that this does not put anyone at risk.
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation.
- Before leaving the building, the nominated person will close all accessible doors and windows but only if it is safe to do so.
- The register will be taken as soon as possible so children and staff can be accounted for.

- If any person is missing from the register the emergency services will be informed immediately.
- The manager or session lead will contact parents to collect their child / children this will be done in a calm manner so this does not cause alarm. If the register is not available, the emergency contacts list will be used.
- All children will supervised until they are safely collected.
- If after every attempt a child's parents / carer cannot be contacted the club will follow the **Uncollected Child Policy**.

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

This policy was adopted by HA4K

Date: 20<sup>th</sup> August 2024

To be reviewed :August 2025

Signed: Nathan Kirk  
Dan Connolly

Written in accordance with Statutory Framework for the Early Years Foundation Stage  
2024 Safeguarding and welfare Requirements: Safety of premises (3.65)