

2 DA STAGE PERFORMING ARTS & CHILDCARE CLUB

Address: Ark Academy Primary School, Forty Avenue
Wembley, HA9 9JR

Tel: 07983 747 503 **Email:** twodastage@yahoo.co.uk

Company Number: 07800698 **Ofsted Number:** EY441090



EMERGENCY EVACUATION & CLOSURE POLICY

Emergency Evacuation & Closure Procedure

2 Da Stage Performing Arts & Childcare Club 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 (Such as snow, flooding or exceptional high wind)
- 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 including where children or staff have been in contact with someone that has tested positive for covid-19.

If the club is unable to open, you will be informed by text or telephone or email through your ClubsBuddy account. If you wish to call and ask about closures, please call us on 07983 747 503.

If the club is closed due to any of the circumstances above, fees will not be refunded.

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.
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- 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 kept off site).
 - If 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. If the Club has to close, even temporarily

Review Date: April 2022.