



SIMPLY PENDOYLAN

Emergency Evacuation and Closure Policy

Emergency Closure

In exceptional circumstances, the club may need to close at short notice. If the school is closed, the breakfast and after-school club will also be closed. Parents/carers should call, text, or email for updates in such situations.

Reasons for Emergency Closure

Possible reasons include:

- Severe weather conditions
- Heating system failure
- Burst water pipes
- Fire, bomb scare, or explosion
- Assault on a staff member
- Serious accident or incident
- Death of a staff member or child
- Pandemic (e.g. COVID-19)
- Any other unforeseen circumstances

Fees

- Fees will **not be refunded** if the club closes for any of the above reasons for the remainder of that month.
- If closure continues for an extended period, **no further payments will be requested** until the club reopens.
- If a **holiday club** is cancelled, payments made will be **credited to parent accounts**.

In an emergency, the safety of children and staff is the highest priority.

Evacuation Steps

- The alarm will be raised immediately.
- Playworkers will escort children to the assembly point using the nearest safe exit.
- The Playleader will contact emergency services and request assistance.
- The assembly point is **on the grass by the fence in the far corner of the car park (nearest the road)**.
- No one should attempt to collect personal belongings or re-enter the building.
- A nominated staff member will collect the register (if safe to do so).
- Doors and windows should be closed where safe.

- A register check will be conducted to account for all children and staff.
- Any missing persons will be reported immediately to emergency services.
- Parents/carers will be contacted to collect their children.
- Children will remain supervised until safely collected.

Medical Emergency Procedure

- Approach calmly and act quickly.
- Take control until a qualified first aider arrives.
- Reassure the child/children.
- Assess the situation and decide on appropriate action (first aid, assistance, emergency services).

Managing the Environment

- Reassure and distract non-injured children to:
 - Prevent panic
 - Maintain a calm atmosphere
 - Avoid rumours

Delegating Responsibilities

Assign others to:

- Supervise children
- Call for assistance
- Stay with the injured child
- Contact parents/carers
- Accompany the child to hospital if needed

Aftercare

- Record the incident on the appropriate accident forms.
- Report to parents/carers and relevant authorities where required.
- Notify CIW if:
 - A serious injury occurs
 - Medical treatment is required
 - A child is taken to hospital

Major Accidents Procedure

- Administer first aid immediately.
- Call an ambulance, providing:
 - Details of the injury
 - Club location
 - Child's name
- Contact parents/carers.
- If parents/carers are unavailable, a staff member **must** accompany the child to hospital.

Reporting Requirements

- Complete an incident report as soon as possible.
- Notify:
 - CIW (Care Inspectorate Wales)

- Health & Safety Executive (in line with RIDDOR 2013)
- The club's insurance company

Key Contacts:

- CIW: 0300 790 0126
- RIDDOR: www.hse.gov.uk