

Emergency Evacuation/Closure Procedure

House of Fun will make every effort to keep our holiday camps open, but in exceptional circumstances, we may need 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

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 House of Fun, the following steps will be taken:

- If appropriate the Team Manager 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.
- The Team Manager will contact parents to collect their children. If the register is not available, the Team Manager will use the emergency contacts list (which is kept off site).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, House of Fun will follow its **Uncollected Child** procedure.

If House of Fun 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

Email: enquiries@ofsted.gov.uk

Telephone: 0300 123 1231

Contact numbers:

Jake Motion 07825 870475

Michael Hilsdon 07747 467045

Kim Hughes 07881 221638

Anna Smyth 07762 944204

Paediatric First Aiders (PFA) are Jake Motion, Bethan Hilsdon, Courtney O’Keefe, Kim Hughes, Jane Heydenrych, Megan Rowles and Michael Hilsdon.

- In the event of a serious injury, the Instructor will stay with the group, send the Assistant Instructor to fetch the Paediatric First Aider (PFA), and inform the Team Manager, who will arrange supervision for the PFA’s group.
- The PFA will attend to the injured child, leaving the Assistant Instructor with the group while the Team Manager arranges supervision for this group.

This policy was adopted by: House of Fun	Date: January 2024
To be reviewed: January 2025	Signed: Mr M Hilsdon

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.66]