



ALTERNATIVE ACCOMMODATION, EMERGENCY EVACUATION AND CLOSURE POLICY

Alternative Accommodation:

Fusion Childcare Services are aware that in extremely rare circumstances The Grove Schools may require the use of the School Hall(s) for a short period of time when Fusion would normally have their full use.

In such circumstances The Grove Schools should inform Fusion Childcare Services 24-48 hours (or as soon as possible) prior, so an alternative room/classroom and toilet facilities can be made available and a Contingency Plan/Risk Assessment will then be drawn up and will state the advised procedures for that day.

The Manager will:

- Notify Parents accordingly if drop off or collection is affected.
- Notify Staff.
- Notify the children.
- Complete the Contingency Plan.
- The Contingency Plan will include all contingency procedures and arrangements.

Emergency Evacuation and Closure:

Fusion Childcare Services will make every effort to remain open, but in exceptional circumstances we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions (including snow)
- 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, the following steps will be taken:

- If appropriate the emergency services will be contacted.
- 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 staff member will close all accessible doors and windows.
- 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



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immediately.

- Fusion will contact parents to collect their children. The Manager and Deputy Manager's phones have all emergency contacts numbers.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parents /carers cannot be contacted, Fusion will follow their **Late, Lost, Missing or Uncollected Child Policy**.
- School Closure – if either of the Grove Schools are closed then Fusion will also be closed.

If Fusion has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD – 0300 123 1231

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Next review due: April 2019

Signed.....

FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and
Equipment [3.54, 3.55, 3.57, 3.58, 3.60-3.64]*