



ALTERNATIVE ACCOMMODATION, EMERGENCY EVACUATION, FIRE 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) or our other agreed rented space(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. If the Infant School is not available, then it is between them and the Junior School to provide alternative space so that Fusion can continue to operate and provide their service.

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. Online versions are accessible.
- 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 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.
- We have a Lockdown Procedure, but this is not for the public domain for Safeguarding purposes.
- All sessions are chargeable.

Closure due to strike action:

If the Schools/classes need to close for Strike action, Fusion will remain open where possible and all children who normally attend that day are welcome to attend Fusion. They must be picked up/dropped off at the usual session times. Any strike action will be communicated by Schools/Fusion.

FIRE SAFETY POLICY AND PROCEDURE

Fusion Childcare Services understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits; the fire assembly points and where fire safety equipment is stored. Management staff are trained in Fire Safety.
- Children are introduced to the fire safety procedures during their settling in period and through regular termly fire drills or whenever the Manager deems necessary.
- All children are shown the location of fire exits and the fire assembly points.
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.
- Fire doors are kept closed at all times, but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested by The Grove Schools in accordance with manufacturer's guidance and Fusion have access to these records, when required.
- All fire drills are recorded in the Fire Drill Log.

Fire prevention: Fusion will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Fusion's **Health and Safety Policy** is always adhered to.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- No smoking environment.

In the event of a fire/fire drill:

- A member of staff will raise the alarm/ call the emergency services.
- Staff will lead the children out of the building as quickly and calmly as possibly using the closest safe exit and make their way to the assembly points. If children/staff are in different areas of the building, they will naturally use different escape routes to make their way safely to the designated meeting points. Internal mobile phones are used to communicate if groups are at different fire assembly points.
- Staff are to spread themselves out along lines of children to ensure all children remain safe and calm whilst making their way to the designated meeting points.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The register and staff signing in/out will be taken out when we exit the building. If the register is not available, the Manager will use the emergency register (which is kept off sit) and will contact parents using the emergency contacts list (which is kept off the premises) or via the Emergency Contact details on the Manager's/Deputy's mobile phone. The register will be taken, and all children and staff accounted for.
- The Manager/Fire Safety Officer will perform a final sweep of the building closing doors/windows behind them **IF SAFE TO DO SO** to prevent the spread of fire. All areas that have been occupied by Fusion on that day must be checked for remaining persons.
- It is the responsibility of the cook and any staff working in the kitchen to ensure all gas/ovens are switched off prior to leaving the kitchen. **IF SAFE TO DO SO.**
- The emergency services must be contacted. It is the Manager/Fire Safety Officer's responsibility to do this. **UNDER NO CIRCUMSTANCES MUST ANYONE RETURN TO THE BUILDING.**
- On arrival the emergency services will be informed of any missing children or members of staff.
- If the Fire Safety Officer (Manager) is not present at the time of the incident, the Deputy Manager will assume responsibility or nominate a replacement member of staff who is trained.
- In the event of a fire at Breakfast or After School Club, children will be transported safely to another location, if possible, this will be the other School building. In the unlikely event of fires in both buildings simultaneously, children will be moved to the bottom of the school fields.

- If it is a Fire Drill, after the ‘All Clear’ has been given by the Manager/Fire Safety Officer, Fusion can re-enter the building. On returning to the building the Fire Safety Officer will record the outcome of the fire drill in the Fire Drill Record.
- In the event of a real fire, it will be the decision of the Management Team as to whether Fusion will wait to return to the premises or if children should be collected from the site.

Fusion’s Designated Fire Safety Officer **Abigail Wilkins** is responsible for carrying out visual fire safety risk assessments and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

- Identifying potential fire risks
- Identifying people at risk
- The Fire Safety Officer should liaise with the Schools and local Fire and Rescue Service for further advice if needed.

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

| Adopted on: | Last reviewed on: | Reviewed on: | Next review Date: |
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| <i>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 [3.64-3.65]</i> | | | |
| Signed and approved: | Fusion Childcare Services | | |