



Emergency Evacuation/Closure Procedure

Kids2Day Pre-School will make every effort to keep the setting open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating/ electrics system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Terrorist attack
- 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 setting, the following steps will be taken:

- If appropriate the manager or senior member will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit. The manager will collect the register and reaction bag (including emergency contact details) providing that this does not put anyone at risk.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff from soft play will check the premises and will collect their register and reaction bag (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 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).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Pre-School will follow its **Uncollected Child** procedure.

If the Pre-School 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

Telephone: 0300 123 1231

This policy was adopted by: Kids2Day Pre-School	Date: 04.08.2026
To be reviewed: August 27	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.80 - 3.81], changes that must be notified to ofsted [3.105]*