

Stepping Stones

Emergency Evacuation/Closure Procedure

Stepping Stones will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. This decision will not have been taken lightly and may well have been determined by an external body such as the local authority. Should this situation arise, we will make every effort to minimise the inconvenience, to staff, children and parents, and will aim to re-open as soon as is practicable.

Possible reasons for emergency shutdown of the Club include, but are not limited to:

- Serious weather conditions
- Heating system failure, burst water pipes, or loss of power supply
- Fire or bomb scare/explosion
- Death, or serious accident or illness, of a member of staff or child
- Assault on a staff member or child
- Directive by government agency (eg health authority, environment agency, security services, etc)

Should we need to evacuate the premises whilst the Club is in session, we will follow our **Emergency Evacuation procedure**.

Notifying parents of closure

If the Club is forced to close at short notice the Manager will use the emergency contact details we have on file to notify parents as soon as possible by email or phone. To ensure that all parents receive the information, we will post a notice on the our website and at the premises. In addition, we will notify the feeder schools, and ask that they display a notice informing parents of the closure.

If the Club has been forced to close for a specific period of time, we will also inform parents of the planned date for reopening.

Session fees

There will be no refund of fees if the Club closes for a one-off short-term incident ie a snow day or an incident at the school which means we cannot operate.

In the event of a prolonged forced closure, we must ensure that the Club remains financially viable as we have rental and staff costs to pay which continue even when the club is closed and as such we may need to charge full fees so that there will be a club to return to but this will be evaluated at the time and parents will be kept fully informed.

If the Club 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: Stepping Stones and reviewed 10/01/2024

Signed: Philip Stone

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014):
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.55]*