**Soroba Young Family Group**

**Emergency Closure/Evacuation of Premises Policy**

**Staff Involvement**

This policy was drawn up in consultation with Janice Kay and Laura Mitchell of Soroba Young Family Group.

**Rationale**

The safety and well-being of children and staff is of paramount importance. Premises can be closed in emergencies for a variety of reasons, most of which can not be foreseen, e.g severe weather, gas leaks etc. In these circumstances an effective communications network with parents should be maintained but the understanding of parents is sought given the unusual circumstances such conditions invariably bring.

**Aims**

To ensure mutual trust between parents and providers so that emergency situations can be tackled in partnership

To ensure decisions regarding closures should wherever possible be consistent with other similar provision in the local area

To ensure that parents/carers are aware that in sever weather conditions parents should be able to keep their children at home if they have any safety concerns whatsoever

To ensure that staff well-being both in travelling to/from the centre is maintained

To ensure that emergency evacuation procedures are in place

**Procedures**

As a staff we will:

Ensure that detailed arrangements for the emergency closure of the premises are publicised and made available to all parents

Ensure that emergency contact details include mobile phone number where available are maintained

Network with other centres to ensure that within our local area this consistent approach is taken

Ensure that our handbook clearly outlines the procedures and the decision making process for emergency closures

Issue separate information highlighting details of closures using methods such as local radio

Recognise that we will have to remain on the premises until parents/carers collect the children

Take into consideration a number of factors when making the decision to travel to/from premises including weather forecast, traffic advice and mode of transport to be used

Consider, agree and record alternative work locations with other suitable premises

Locate premises for use in the event of evacuation

Ensure all staff, parents and carers are aware of the evacuation procedures of the centre

**Monitoring and Review**

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.