

Emergency Evacuation/Closure Plan



Children's Respite Trust will make every effort to keep the setting open, but in exceptional circumstances, we may need to close at short notice.

Reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault or injury on a staff member or child
- Serious accident or illness
- Public health incidents
- Significant damage to building
- Criminal activity
- Loss of power or telecommunications
- Cyber incident or data breach
- The impact and lasting effects of a disaster on the local community

In the event of an emergency, our primary concern will be to ensure that both children/young people and staff are kept safe. If it is necessary to evacuate the Centre, the following steps will be taken:

- The **Head of Care** or session supervisor will contact the emergency services. All children/young people 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 member of staff will be nominated to take the register using Famly. If no one has access to **Famly** a nominated member of staff will check the premises and will collect the register and visitors book (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/young people and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The Head of Care or session supervisor will contact parents to collect their children/young people. If the register is not available, the Head of Care or session supervisor will use the emergency contacts list (**which is kept on famly**).
- All children/young people will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Centre will follow its **Uncollected Child** procedure.

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We will communicate any relevant information through Family. Once the setting is re-opened, this will be communicated through Family.

Key Staff

Name	Position	Contact
Gavin Fisher	C.E.O	077956 331111 gavin@crtcharity.org
Michelle Hulse	Head of Care	07885 837375 michelle@crtcharity.org
Verity Morris	US's Manager	07885 426629 verity@crtcharity.org

If the Centre has to close, even temporarily, or operates 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: Michelle Hulse	Date: 18/01/2026
To be reviewed: January 2027	Signed: 