



NORMAN COURT

Norman Court Montessori CIC Emergency Evacuation Policy

Statutory Guidance

Local Safeguarding Children's Board website www.4lscb.org.uk

Services for Young Children Website www.hants.gov.uk/childcare

Keeping Children Safe in Education:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_s
afe_in_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Statutory Framework for EYFS (2017):

http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Working Together to Safeguard Children 2015 – OFSTED

The Health and Safety at Work Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992

Management of Health and Safety at Work Regulations 1999

In the event of an emergency, Norman Court Montessori CIC primary concern will be to ensure that both children and staff are kept safe. Norman Court Montessori CIC will make every effort to keep the site open, however in exceptional circumstances; Norman Court Montessori CIC may be forced to close the site at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions.
- Heating system failure.
- Burst water pipes.
- Fire or bomb scare or explosion.
- Death of a member of staff or child.
- Assault on a staff member or child.
- Serious accident or illness.

It may be necessary to evacuate in the event of any of the above, if deemed necessary the following procedures will happen:

- The emergency services will be contacted at the earliest opportunity, only delaying if it will slow down the process in securing the safety and welfare of children and staff on site.
- All children will be escorted from the building to the allocated Emergency Evacuation Assembly Point (Tennis Court) using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.



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- 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.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.
- Once the all staff and children are out of harm's way, a register will be taken to ensure all children and staff are safe.
- If any person is missing from the register, the emergency services will be informed immediately. There will be no attempt to re-enter the building.
- All children will be supervised until they are safely collected or until it is clear to re-enter the building, which can only be authorised by the emergency services or Setting Manager. In any event of structural damage, returning to the building can only be authorised by the emergency services or professional services provider dealing with the incident.
- If after every attempt, a child's parent(s) or guardian(s) cannot be contacted, Norman Court Montessori CIC will follow its uncollected child procedure

If the Site has to close, even temporarily, or operate from alternative premises as a result of an emergency, Norman Court Montessori CIC will notify Ofsted.