



## Mud Club

### Emergency Evacuation/Closure Procedure

Grid ref/postcode of location:

Wildcat Wilderness- 51.43692292316134, -0.027875783346522333 Wildcat Wilderness, Long Meadow Allotment, Riverview Park, SE6 4PL

Forester's - 51.371402, 0.034040 Foresters, Barnet Wood Rd, Bromley BR2 8HJ

Mud Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness
- Hostile intruder

Whatever the nature of the threat, the principle is the same:

#### **SAFE SHELTER FAST**

The basic steps will therefore always be:

1. Raise the alarm
2. Get the children to a place of safety
3. Alert the emergency services

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 Club, the following steps will be taken:

- The alarm will be raised by blowing the emergency whistle.
- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the site to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the site after evacuation.
- 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.
- 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 online.
- All children will be supervised until they are safely collected.



- If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.
- If our usual evacuation procedure cannot be safely followed, staff will use their judgement as to the best protocol to ensure the safety of everyone present.
- Depending on the situation, we would endeavour to gather all children and staff and make our way to a secure building. At Forester's, this would be the owner's house. At Wildcat Wilderness it would be a known neighbour's house. However, due to the nature of being in a woodland, if this was not possible, we would hide to the best of our ability, away from the danger.
- Forester's assembly point is in the car park, by the toilets.
- Wildcat Wilderness assembly point is at the end of Riverview Park, SE6 4PL, nearest house is number 72.

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: Mud Club	Date:20.10.2025
To be reviewed: 20.10.2026	Signed: Emily Lumb

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56]*