

KLOISTERS KINDERGARTEN & GREENACRE ACADEMY

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

EMERGENCY EVACUATION/ PLACE OF SAFETY

Kloisters Kindergarten is now part of the **Skills for Life Trust (Collaboration Agreement)** which at present incorporates:-

- . **Greencacre Academy**
- . **Warren Wood Primary Academy**
- . **Chantry Community Academy**
- . **Walderslade Girls School**
- . **Hilltop Primary**

In the absence of a working document from the CEO or Finance Manager at the Greenacre Academy the outline details to follow in the event of an emergency where a full evacuation either small-scale or whole site is required is listed below:- (Fire Evacuation is a separate policy, but it may be the case that we would need to follow the procedures below).

Whoever should take the telephone call from one of the Management Team at either Warren Wood Academy or Greenacre Academy (as Chantry is based in Gravesend Kent) to either inform us that full evacuation of school site needs to take place should then pass information immediately to the most Senior Member of staff on the premises to take the appropriate action.

Obviously, if we are in the position that we feel that Kloisters Kindergarten is in a vulnerable position i.e. possible bomb scare, gas leak or building is not safe to enter or stay, and then the Management Team need to organise the evacuation either temporary small-scale evacuation or whole site, then a telephone call would be made to either **Finance Manager on 01634 861593 (Ext 272) or alternatively telephone the Warren Wood Primary Academy on 01634 401401 and ask to be put through to Louise Hardie (Head of School).**

Raise the alarm at the nearest call point.

Immediately evacuate the building under guidance from a Senior Member of Staff.

Using nearest exit a Senior Member of Staff will lead the children out to the assembly point and wait at this point to receive and supervise the children, at this point making sure to reassure the children.

All available staff to assist with the evacuation from the Baby Room.

The assembly point is:-

FAR SIDE OF OUR CAR PARK
(AS FOR FIRE EVACUATION)

The Manager/Senior Member of Staff, if it is safe will check all rooms, toilets, equipment, corners etc. Closing all doors and windows behind them.

THE ROOM LEADERS TO:-

Pick up the registers containing the names of the children and staff within their rooms.

Assistant Manager/Senior Member of staff to collect the folder containing the names and addresses of all the parents and emergency contact telephone numbers, and the mobile phone.

IN A SAFE PLACE, CLEAR OF THE BUILDING (THE ASSEMBLY POINT)

Room Leaders to check the children against their registers.

Account for all adults.

If we have to move to the furthest point away from the building for any reason the safe place to do so is at the bottom of the school playing fields.

DO NOT BOTHER WITH PERSONAL BELONGINGS ON THE EVACUATION OF THE BUILDING

Under instruction from the most Senior Member of staff after liaising with the Academy will be dependent on whether it is a small-scale or whole-site evacuation that is taking place:-

Small-Scale – meaning a temporary evacuation – i.e. whilst matters are made safe – investigated etc – Warren Wood Primary Academy would provide the main hall or training rooms for all children and staff present.

Whole-site – i.e. possible Gas leak, we would have to evacuate both ourselves and the Warren Wood Primary Academy. We would be given accommodation at the Greenacre Academy, 157 Walderslade Road, Chatham, Kent ME5 OLP for example: in the main halls or sports halls.

Clearly suitable transport would be arranged (either school mini buses or transport provided by an outside company as arranged by the Finance Manager or CEO/Head of School at Warren Wood Primary Academy) that was needed between us all to enable the whole site to be evacuated safely with minimum disruption.

Once all children and staff have arrived at the Place of Safety then we would telephone all of the parents/carers of the children that were in our care at that particular time to advise where to safely collect their children from. Care would be taken to advise whether our car-park is safe to use or not or if deemed necessary the school car park gate and pedestrians gates will be locked on exit before leaving to go to the Place of Safety.

Policy Links: *Fire Safety Policy & Class Registers, Safeguarding Policies, Visitors Book& Clockrite, Fingerprint System, Risk Assessments Policy & Fire Risk Assessment, Providers Records Policy, Health and Safety Policies*

This policy was amended by	Kloisters Kindergarten	(name of provider)
Reviewed on	7/10/19	(date)
Date to be reviewed	10/2022	(date)
Signed on behalf of the provider		

Name of signatory

Mrs N Bromley

Bursar