

Emergency Evacuation Policy

Updated October 2026 | New or amended wording is shown in blue.

This policy covers Smartkidz Play and Learn Breakfast and After School Club and Smartkidz Forest School Alternative Provision (AP), including lockdown and emergency closure. References to the Club include both services unless otherwise stated.

Emergency Evacuation Procedure

Smartkidz Play and Learn Ltd 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
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness
- A threat outside or on site, unsafe trees or other conditions making the Forest School space unsafe.

Responsibility and preparation

- The person in charge on the day leads the response for either provision, allocating responsibilities as appropriate. If the person in charge is not the Manager, they will review any real incident with the Manager afterwards.
- Before sessions, staff check their service's agreed shelter access, evacuation gates, emergency key, escape routes and communication arrangements. All Smartkidz staff carry walkie-talkies.
- The school lockdown alarm is distinct from the fire alarm and can be heard across the Forest School space and all wraparound areas. If Smartkidz staff identify a threat first, they will use walkie-talkies, telephone contact and/or activate the school lockdown alarm from the front office or headteacher's office if safe to do so.
- Use individual emergency plans, including a Personal Emergency Evacuation Plan (PEEP) where needed. Allocate support for children who may freeze, run, need mobility support, or require individual regulation strategies.
- Staff and children will practise lockdown and evacuation procedures at least termly. Additional practice may be arranged where there is a significant influx of new staff and/or children. All practices are recorded electronically, including timing, issues identified and follow-up actions.

Important: Room-security arrangements involving barricading internal doors and key-operated exits or gates must be reviewed and formally agreed with Girton Glebe Primary School's fire-safety lead before they are treated as approved procedures.

Emergency evacuation

- The person in charge ensures 999 is called immediately when required, raises the alarm and informs the school where safe to do so.
- All children will be escorted from the building or outdoor area to the agreed assembly point using the nearest safe exit or route. If the normal route is unsafe, staff will use the nearest safe alternative.
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation.
- Where safe and without delaying evacuation, a nominated member of staff checks the children's toilets and other immediately accessible areas used by Smartkidz.

- At the assembly point, the person in charge checks children by name against Magic Bookings (wraparound) or the AP paper register. Smartkidz staff, visitors and volunteers attending the provision are also accounted for.
- If any person is missing, the emergency services will be informed immediately. No member of staff should re-enter or enter an unsafe area to search for them.
- Parents/carers will be contacted when safe by the person in charge or a nominated staff member. For AP, the commissioning school or Local Authority caseworker will also be informed. The office staff member overseeing AP admissions will contact taxi companies when safe to do so.
- Children will remain supervised until they are safely collected. Children will only be released to authorised parents, carers or taxi drivers and each handover will be recorded.
- Following evacuation, children and staff must not re-enter the building until the emergency services have confirmed it is safe.

Additional AP evacuation arrangements

- AP children and staff evacuate through the always-open green gate near Cottontails and assemble on the school field at the marked AP line-up area.
- If the school field assembly point is unsafe, children will assemble next to the large green gate at the front of the school, remaining inside the school grounds unless leaving the site is absolutely necessary for safety.
- The daily paper register is kept in the Forest School area throughout the session and returned to the school office at the end of the day.
- First-aid kit and emergency medicines are kept in the kitchen area near the fire circle and will be taken only where this is safe and does not delay evacuation.

Additional Breakfast and After School Club evacuation arrangements

- Children in the Smartkidz main room leave by the main room fire exit, cross the Forest School area and pass through the green gate near Cottontails before proceeding to the KS1 playground assembly point.
- Children already on the KS1 playground line up directly at the designated assembly point along the paved perimeter closest to the bushes.
- Children in the Forest School area gather at the green gate near Cottontails and are escorted to the KS1 playground assembly point.
- The normal Breakfast and After School Club assembly point is on the KS1 playground rather than the school field because the field may be too dark and unlit in winter conditions.
- If the KS1 playground is unsafe or inaccessible, the alternative assembly point is in front of the bike sheds at the front of the school. A staff member will supervise the crossing of the staff car park, remaining between the children and the vehicle exit route. The fire key must be taken where needed for emergency gates.

AP lockdown procedure: sensory room

When the distinct school lockdown alarm sounds, AP staff immediately move children from the Forest School space through the EYFS green gate, through the EYFS door and into the sensory room by turning right.

1. Move children promptly using calm instructions. Staff maintain line-of-sight supervision and will collect a child from the outdoor Forest School toilet and bring them to the sensory room if safe to do so.
2. If a child is in the internal accessible toilet and the route is unsafe, the child and accompanying staff member may remain there with the door locked. If safe, they should move to the sensory room.
3. The sensory room internal door cannot be locked and may need temporary barricading. The external fire exit cannot be opened from outside but can be opened immediately from inside without a key.
4. Once inside, the person in charge checks attendance using the daily AP paper register. If the register cannot safely be retrieved, staff will use their knowledge of attendance and a headcount.
5. The person in charge will radio the school office and explain what action or assistance is required. If there is no response, they will phone the headteacher or another senior member of school staff where safe. If they cannot contact school staff, they will coordinate the response directly and call 999 where necessary.
6. Keep children away from doors and windows, close blinds where available and encourage calm, quiet behaviour. Silence mobile phones and walkie-talkies while keeping them available for essential emergency communication.

7. If a child becomes distressed, staff will use familiar calming strategies. If a child refuses to enter the safe room and there is an immediate risk of harm, proportionate steps may be taken to protect them and others. Any physical intervention must be recorded.
8. Parents, carers and taxi drivers must not be allowed onto site during lockdown. Where safe, they will be told to remain away. Children will only be released after emergency services confirm it is safe and each handover will be recorded.
9. If the sensory-room route is unsafe, staff will use the nearest safe alternative shelter or move away from the danger. The library may be used only as a fallback location pending further school safety assessment.
10. Children and staff must remain in lockdown until emergency services confirm that it is safe to leave, even if the school gives an internal all-clear.

Breakfast and After School Club lockdown procedure: main room

When the school lockdown alarm sounds, staff immediately bring children into the Smartkidz main room without waiting for further instructions. Children outdoors enter through the KS1 corridor door.

11. The person in charge coordinates the response and checks attendance using Magic Bookings once everyone is safely inside.
12. If a child is in the toilets, staff will make every reasonable effort to safely escort them to the main room. If the route is unsafe, a member of staff may remain with the child in the toilet area and protect them there.
13. The fire-exit door can be locked but requires a key to reopen from inside if locked. The main internal entrance door cannot be locked and may need temporary barricading. These arrangements require school fire-safety review and approval.
14. Keep children away from doors and windows, close blinds where available and encourage calm, quiet behaviour. Silence devices while keeping them available for essential communication.
15. Parents, carers and taxi drivers arriving to collect children during lockdown must be told to remain away until emergency services confirm it is safe. Children will only be released to authorised collectors and each handover will be recorded.
16. Children and staff must remain in lockdown until emergency services confirm that it is safe to leave, even if the school gives an internal all-clear.

If fire or another danger develops during lockdown

If a fire alarm sounds or fire or smoke is discovered during lockdown, the person in charge will assess the immediate danger and, where necessary, evacuate children using the safest available exit. Children's immediate safety takes priority even if the lockdown has not officially ended.

Notifications and follow-up

- The person in charge contacts parents/carers when safe or nominates another staff member to do so.
- For AP, the commissioning school or Local Authority caseworker is informed when safe by the person in charge or their nominee.
- A formal incident report will be completed after every real lockdown or emergency evacuation. Where the person in charge is not the Manager, the incident will be reviewed with the Manager, including the wellbeing of staff who managed the situation.
- For registered childcare, the Manager will notify Ofsted of reportable incidents and events in line with current requirements.
- If an emergency prevents Smartkidz from safely continuing or reopening a session, the Manager will decide whether the provision must remain closed, consulting with the school and emergency services where appropriate.

This policy was adopted by:	Smartkidz Play and Learn
Date:	August 2025
Reviewed/updated:	October 2026
Next review:	October 2027, or sooner following an incident or change.

Appendix A: Assembly map

The map below shows the normal AP assembly line-up area (purple) and the normal Breakfast and After School Club assembly line-up area (red).



Map shows the normal line-up points used during emergency evacuation.

- AP line-up area
- Breakfast and After School Club line-up area

Appendix A – Smartkidz emergency assembly map