Al-Zaitoona Arabic School
Emergency Evacuation/Closure Procedure

Al-Zaitoona Arabic School will make every effort to keep the school 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

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 school, the following steps will be taken:

- If appropriate the manager or supervisor will contact the emergency services.
- All children 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 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.
- 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.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the school will follow its **Uncollected Child** procedure.

This policy was adopted by: Al-Zaitoona Arabic School	Date: 25/06/2023
To be reviewed: 25/06/2024	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*