

Emergency Evacuation Policy

The safety and well-being of the children in our care is our top priority. In the event of an emergency, we have an emergency evacuation and lockdown plan in place to ensure the safety of all children and adults in our care. This policy is in line with the Early Years Foundation Stage (EYFS 2025) and Sutton Council guidance.

Designated Safe Locations

- The garden (first designated safe location)
- Royston Park/playground (second designated safe location)
- Granny's house at 11 Beech Close, Carshalton (third designated safe location)

Items to Take in an Evacuation

- First aid kit
- Emergency contact information for all children in our care
- Any necessary medication for children in our care
- Mobile phone and charger
- Snacks and water for children

Evacuation Procedure

If an emergency arises, we will follow our evacuation plan and lead all children to the first designated safe location, the garden, if it is safe to do so. The exit will be the bifold door for the garden. If it is not safe to stay at home or in the garden, we will move to the second designated safe location (Royston Park/playground). If weather or circumstances prevent this, we will move to the third designated safe location (Granny's house). In both cases, the emergency exit will be the main front door. All children will be accounted for and emergency services notified if necessary. Parents will be informed as soon as possible of the situation and the safe location.

Lockdown Procedure

In the event of an intruder or community risk requiring lockdown, all children will be brought indoors immediately. Doors and windows will be locked, blinds or curtains drawn, and children will be reassured and distracted with quiet activities. Parents will be informed once it is safe to do so. Lockdown procedures are practised regularly so children and adults are confident and prepared.

Fire Drill Practices

- Fire drills will be conducted at least twice a year to ensure that all staff and children are prepared in the event of a fire emergency.
- During fire drills, all children and staff will evacuate the premises using the designated exits and safe locations.

- Drills will be documented and reviewed to ensure effectiveness and to confirm all children and adults know what to do.
- Working smoke detectors and fire extinguishers are maintained and checked regularly.

Ofsted Notification

In line with EYFS 2025 requirements, I will notify Ofsted within 14 days of any serious incident, including an emergency evacuation, lockdown, or other event that affects the safety and welfare of children in my care.

Review and Update

This policy is reviewed annually, or sooner if legislation, EYFS requirements, or Sutton Council guidance changes. Updates are shared with parents and carers to ensure transparency and preparedness.