



# Safe Hands Afterschool Club

## Fire Evacuation



**Approved by:** Melanie Lawlee

**Date:** 24/03/2026

**Review Date:** 24/03/2027

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### 1. Purpose

This policy sets out the procedures Safe Hands Afterschool Club will follow in the event of a fire or emergency requiring evacuation. The safety and wellbeing of children, staff and visitors is our highest priority.

This policy ensures compliance with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage and other relevant UK legislation.

Regular fire evacuation practices ensure that children and staff understand procedures, remain calm, and can respond safely in an emergency. We ensure that all children experience planned evacuation practices so they know what to do and where they need to go.

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### 2. Scope

This policy applies to:

- All children attending the club
  - All staff members (including the Manager and designated seniors)
  - Volunteers, students and visitors present on site
  - Any person on the premises during operating hours
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### 3. Legal & Statutory Framework

This policy is informed by:

- Statutory Framework for the Early Years Foundation Stage – safeguarding and welfare requirements, including emergency evacuation procedures.
  - Regulatory Reform (Fire Safety) Order 2005 – fire risk assessment and emergency planning duties.
  - Health and Safety at Work etc. Act 1974 – employer duties to ensure health and safety.
  - Management of Health and Safety at Work Regulations 1999 – requirement for risk assessments and emergency arrangements.
  - Working Together to Safeguard Children 2023 – safeguarding responsibilities.
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#### 4. Definitions

**Evacuation:** The organised and immediate exit from the building when the fire alarm sounds or when instructed to do so.

**Designated Senior On-Site:** The most senior member of staff present (Mel and Room Managers).

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#### 5. Responsibilities

**The Manager / Designated Senior On-Site (Mel, Natasha or Sarah) is responsible for:**

- Ensuring this policy is implemented consistently.
- Ensuring fire drills take place annually with regular conversations about keeping safe.
- Ensuring all children have participated in a fire evacuation practice.
- Ensuring drills are recorded and reviewed.
- Liaising with the school regarding pre-booked alarm use.

#### **All Staff Must:**

- Act immediately when the fire bell sounds.
  - Keep children calm and guide them safely to the nearest exit.
  - Ensure no child is left behind.
  - Close doors where safe to do so.
  - Take the register outside (the adult who took the playground register must take it with them).
  - Report concerns or procedural issues to the Manager.
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#### 6. Fire Evacuation Procedures

##### 6.1 Fire Drill Frequency

- Fire evacuations will take place annually.
- Evacuations will be carried out using the school fire alarm.
- Alarm activation will be pre-booked and notice will be given.
- Drills will be conducted on different days and times to ensure full preparedness.

##### 6.2 When the Fire Bell Sounds

Staff must:

1. Keep children calm.
2. Guide children to the nearest safe exit.
3. Ensure all doors are closed.
4. Check that no children remain inside (where safe to do so).



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5. Escort children to the after school club meeting point on the playground (Gazebo)
6. The adult who took the register must take it outside.

Once at the meeting point:

- Children must sit quietly on the benches.
- The register must be retaken immediately.
- All children and staff must be accounted for.
- Any missing person must be reported immediately to emergency services.
- Remain in the safe area until told the building is safe.

**Under no circumstances must anyone re-enter the building unless authorised to do so.**

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#### 7. Fire Evacuation Guidance for Children

Staff will regularly talk to children about:

- Where the fire exits are.
- What the fire alarm sounds like.
- What to do in case of fire.

Children are taught that when they hear the fire bell they must:

- Stay calm.
  - Stop what they are doing and listen.
  - Leave using the nearest exit.
  - Not take anything with them.
  - Walk calmly to the meeting point.
  - Sit quietly on the benches.
  - Wait calmly until told it is safe to re-enter.
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#### 9. Inclusion & Additional Needs

- Individual emergency evacuation plans (PEEPs) will be in place where required.
  - Staff will ensure children with additional needs receive appropriate support during an evacuation.
  - Ratios will remain compliant with EYFS requirements at all times.
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#### 10. Record Keeping

- A written record of all fire drills will be maintained.
- Records will include date, time, number of children and staff present, evacuation duration



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and any issues identified.

- Records will be available for inspection by regulatory bodies (e.g., Ofsted).
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#### 11. Training & Awareness

- All staff, temporary staff, students and volunteers receive emergency and fire evacuation training during induction.
  - Procedures are reviewed during staff meetings.
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#### 12. Monitoring & Review

This policy shall be reviewed annually or sooner if:

- Relevant legislation changes.
  - There is a fire-related or security incident.
  - An evacuation highlights procedural improvements.
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#### 13. Related Policies

This policy works alongside:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Inclusion & SEND Policy