

Emergency Closure Policy

Version History

Version	Date Approved	Approved by	Brief Description of Changes
Original	Sept 21		
2025/1	September 25	Board of Management	Added onto new template and annual review
2026/1	September 26	Board of Management	Yearly review and updates

Policy Owner

Head of Children and Young People

Purpose and Scope

YMCA East Surrey recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. In very exceptional circumstances, YMCA Children and Young People services may need to close at very short notice due to an unexpected emergency. This policy outlines the steps staff will take, to ensure the safety of the children and young people in YMCA East Surrey's care.

Definitions

Relevant Legislation or Governance Requirements

- ▶ Working together to safeguard children 2026

Related Policies and Procedures

- ▶ Safeguarding Children Policy
- ▶ Health and Safety Policy

Policy Requirements

In very exceptional circumstances, YMCA Children and Young People Services settings and buildings may need to close at very short notice due to an emergency and/or incident.

Such incidents could include:

- ▶ Serious weather conditions including extreme weather warnings for snow, flooding, high winds or extreme heat
- ▶ Heating system failure
- ▶ Gas Leak
- ▶ Burst water pipes / no water or plumbing
- ▶ Discovery of dangerous structural damage
- ▶ Fire or bomb scare/explosion
- ▶ Death of a member of staff
- ▶ Serious assault on a staff member by the public
- ▶ Serious accident
- ▶ High levels of sickness among children and staff
- ▶ Pandemic

- ▶ A bereavement
- ▶ Contractual implications

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children, visitors and staff safe if the setting must close during opening hours.

If it is safe for the building to be continued to use for a short period of time following the incident, then staff at the setting will continue to ensure the safety of the children and young people whilst the manager/coordinator/leader contact the parent carers, requesting that their child or young person is collected as soon as possible.

If the setting must be evacuated at short notice, prior to parent/carers arriving to collect, the manager/coordinator of the setting will evacuate to the pre-arranged venue, ensuring they take:

- ▶ a mobile phone
- ▶ the days register
- ▶ the parent/carer contact details
- ▶ first aid kit
- ▶ emergency medication

Where possible at YMCA CYP settings there are pre-arranged agreements with suitable locations where the children/young people and staff can move to in case of an emergency closure of the setting (see appendix 1).

A notice will be displayed on the main entrance to the setting to let parent/carers know where the children / young people and staff have moved to. All staff and children / young people will assemble at the pre-arranged venue, where a register will be taken. Parent/carers will be contacted as soon as the children / young people and staff are settled at the pre-arranged.

All children and young people will be supervised until they are safely collected.

YMCA East Surrey Head of CYP Services will be informed of any emergency closure immediately.

Roles and Responsibilities

Monitor:	Head of Children & Young People
Approve:	Board of Management
Endorse:	Children & Young People Advisory Group
Propose:	CEO
Draft and review:	CYP Childcare and Children's Activity Manager

Implementation and review

This Policy is reviewed annually and disseminated to staff on HealthboxHR and SharePoint.

Policy

Appendix 1

Pre-arranged venues for emergency evacuations

YMCA East Surrey centres and other venues used	Pre-arranged venues for emergency evacuations
YMCA Sports & Community Centre (Redhill)	Venue: Earlswood Primary School Contact: Steven Richardson s.richardson@earlswood.surrey.sch.uk T: 01737 765125 / 07890260401 Venue: Royal Earlswood Contact: Priscilla Kyei Priscilla.Gyamfuaa@firstport.co.uk
YMCA Sovereign Centre (Reigate)	Venue: Sandcross Church Contact: Daphne Shields T: 01737 224994
Merstham Community Hub (Merstham)	Venue: Age Concern, The Merstham Centre, RH1 3QB Contact: Janet McCarten T:01737 645636
St Joseph's Roman Catholic Primary School, Redhill	Contact: Childcare and Children's Activity Manager
Manor Green Primary School (Crawley)	Venue: Elim church, Trinity Centre, RH11 0AQ Contact: Jamie Lavery T: 07342 978 618/01293 552 244
QE2 School, Horsham	Contact: Disability Services Manager
Linden Bridge School (Epsom)	Contact: Disability Services Manager
Fox Grove School (Mole Valley)	Contact: Disability Services Manager
Chailey Heritage School, Hayward Heath	Contact: Disability Services Manager
Phoenix Youth Centre, Tadworth	Contact: Emotional Wellbeing and Mental Health Manager or Disability Services Manager
YMCA Horley Young People and Family Centre, Horley	Contact: Youth and Family Services Manager