
Emergency closure Policy

Approved: 01 September 2021

Reviewed: 01 September 2023

Review due: 01 September 2024

Purpose

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 our care.

Responsibilities and monitoring

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

Policy

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, such as snow or flooding (see Extreme weather policy)
- ▶ Heating system failure
- ▶ 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 is collected as soon as possible.

If the setting must be evacuated at short notice, prior to parent/carers arriving to collect their children, 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 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 and staff have moved to. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Parent/carers will be contacted as soon as the children 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.

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 Hub (Merstham)	Venue: Age Concern, The Merstham Centre, RH1 3QB Contact: Janet McCarten T:01737 645636
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
West Hill School (Mole Valley)	Contact: Disability Services Manager
Phoenix Youth Centre	Contact: Emotional Wellbeing and Mental Health Manager or Disability Services Manager
YMCA Horley Young People and Family Centre	Contact: Youth and Family Services Manager