



Emergency Evacuation Plan

The Nurture Circle Ltd. will make every effort to keep Nature Club open, but in exceptional circumstances, we may need to close at short notice. Possible reasons for emergency closure include:

- Serious weather conditions
- 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, parents and staff are kept safe.

If it is necessary to evacuate the site, the following steps will be taken:

On identifying an emergency the staff member will blow the emergency whistle to alert all staff, parents & children.

The forest school leader will be responsible for a sweep of the area and ensuring the site is cleared and calling the required emergency services.

Other staff members on site will be responsible for leading all parents and children back down to our emergency assembly point following a safe route. All personal belongings and forest school kit should be left with a priority for maintaining the safety of everyone on site.

Our emergency assembly points are as follows;

Bentley Copse	Oaks Park	Park Farm
White Gate at top of carpark	Yellow & Black barrier by carpark	Park Farm Sign by Car Park

Once everyone has congregated and the forest school leader has come down to the assembly point they will take the register to ensure everyone is accounted for.

In the event of anyone being unaccounted for no person will attempt to go back into the danger zone but emergency services will be notified on arrival. All advice given

by the emergency services will be followed once they are on site and have taken charge.

The forest school leader will contact parents to collect their children where applicable and all children will be supervised until they are safely collected.

If after every attempt, a child's parent or carers cannot be contacted, the forest school leader will follow its Uncollected Child procedure.

After the event a full incident report and evacuation log will be completed and any investigations and outcomes from our procedures will be reported to the appropriate authorities and used for staff training to ensure we always meet our safety responsibilities at the highest level.

In the event of a medical emergency we will follow the emergency procedure in our accidents policy but in the event of evacuating witnesses to avoid distress our assembly points will be the same

This policy was adopted on	Signed on behalf of the company	Date for review
07/06/2021	Gerri Weeks	07/06/2022

