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## **Emergency Closure Policy**

Approved: 01 September 2021  
Reviewed: 01 September 2024  
Review due: 01 September 2025

### **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 YMCA East Surrey's 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 and Insights 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 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 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

<b>YMCA East Surrey centres and other venues used</b>	<b>Pre-arranged venues for emergency evacuations</b>
YMCA Sports & Community Centre (Redhill)	Venue: Earlswood Primary School Contact: Steven Richardson <a href="mailto:s.richardson@earlswood.surrey.sch.uk">s.richardson@earlswood.surrey.sch.uk</a> T: 01737 765125 / 07890260401 Venue: Royal Earlswood Contact: Priscilla Kyei <a href="mailto:Priscilla.Gyamfuaa@firstport.co.uk">Priscilla.Gyamfuaa@firstport.co.uk</a>
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
St Joseph's Roman Catholic Primary School, Dorking	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