

# The London Football Academy

## Emergency Evacuation/Closure Procedure

The London Football Academy will make every effort to stay open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- 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 and staff are kept safe. If it is necessary to evacuate, the following steps will be taken:

- If appropriate the Head Coach or Senior coach will contact the emergency services.
- All children will be escorted from the building to the assembly point (middle of cricket square) using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Head Coach or Senior Coach will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building the Head Coach or Senior Coach will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The Head Coach will contact parents to collect their children. If the register is not available, the Head Coach will use the London Football Academy database (which is kept off site).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the London Football Academy will follow its **Uncollected Child** procedure.

If the London Football Academy has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD  
Telephone: 0300 123 1231

Policy adopted by: The London Football Academy	Date: 18/6/25
To be reviewed: 1/9/26	Signed: Martin Egan (Head Coach)

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*