

# Fire Safety & Emergency Evacuation Policy

## 1. Purpose

Kanga Sports Ltd is committed to providing a safe environment for all children, staff, volunteers, visitors, and contractors.

The purpose of this policy is to:

- Protect children, staff, and visitors in the event of a fire or other emergency requiring evacuation
- Ensure all staff understand their roles and responsibilities during an emergency
- Support the safe and orderly evacuation of all persons from the premises
- Ensure children remain appropriately supervised and safeguarded throughout any emergency situation
- Provide clear procedures for accounting for all children and responding if a child cannot be located following an evacuation

Fire safety and emergency evacuation procedures form part of Kanga Sports's wider safeguarding and health and safety responsibilities.

## 2. Scope

This policy applies to all Kanga Sports provisions, including:

- Breakfast clubs
- Parent-paid after-school activity clubs
- Wraparound childcare clubs
- Holiday clubs

It applies to all staff, including managers, coaches, support staff, volunteers, contractors and visitors attending Kanga Sports activities.

As Kanga Sports operates primarily from venues owned and managed by third parties, staff will follow the emergency procedures of the host venue whilst also complying with this policy.

## 3. Legal and Regulatory Framework

This policy has been developed with reference to:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Statutory Framework for the Early Years Foundation Stage (where applicable)
- Childcare Register Requirements
- Working Together to Safeguard Children

- Keeping Children Safe in Education (KCSIE)
- Kanga Sports Safeguarding, Prevent Duty and Child Protection Policy

## 4. Responsibilities

### Service Manager

The Service Manager will:

- Ensure appropriate fire safety and emergency procedures are in place
- Work with Staff Development Managers to ensure staff receive appropriate induction and training
- Review incidents and implement improvements where required
- Ensure suitable records are maintained

### DSL / DDSL

The DSL or DDSL will:

- Provide safeguarding advice during emergencies where required
- Support decision-making where a child cannot be accounted for following evacuation
- Liaise with external agencies where safeguarding concerns arise

### Setting Managers / Camp Leads

The Setting Manager, Camp Lead, or most senior staff member present will:

- Ensure staff understand venue-specific evacuation arrangements
- Ensure access to:

- Attendance registers
- Emergency contact information
- Medical information and care plans
- Medication records, where applicable
- Lead evacuations where required
- Conduct headcounts and register checks
- Liaise with venue staff, emergency services, and senior management
- Ensure incidents are recorded and reported appropriately

In addition, the Camp Lead, Setting Manager, or designated person in charge is responsible for ensuring that, where safe and practical to do so, the following items are taken to the assembly point in an evacuation:

- Attendance registers
- Emergency contact information
- First aid kit/equipment
- Emergency medication
- Relevant medical information and healthcare plans

They will also oversee and confirm that children identified with medical needs continue to have access to any essential medication during the evacuation and whilst waiting at the assembly point.

### **Staff**

All staff must:

- Familiarise themselves with venue evacuation procedures before activities begin

- Follow instructions from the venue and emergency services
- Supervise children at all times during an evacuation
- Remain calm and provide reassurance to children
- Report any fire safety concerns immediately

Where a member of staff has responsibility for a child requiring additional medical support (including a designated 1:1 support role), they are responsible for ensuring that child has access to any required emergency medication during an evacuation, where safe and practical to do so.

This may include, but is not limited to:

- Asthma inhalers
- Adrenaline auto-injectors (EpiPens)
- Diabetes medication or glucose treatments
- Emergency seizure medication
- Any other prescribed emergency medication

Staff must not place themselves at risk or delay evacuation to retrieve medication. If medication cannot be retrieved safely, this must be reported immediately to the person leading the evacuation.

## 5. Venue Familiarisation and Risk Assessment

Before commencing activities, staff will:

- Familiarise themselves with fire exits and evacuation routes
- Identify the designated assembly point
- Understand venue-specific emergency procedures
- Check that evacuation routes are accessible and unobstructed

- Consider any temporary hazards, building works or environmental conditions that may affect evacuation

Where possible, staff will participate in host-venue fire drills and emergency exercises or conduct their own.

## 6. Personal Emergency Evacuation Plans (PEEPs)

Where the child, staff member or visitor requires additional support during an evacuation, Kanga Sports will work with parents/carers and the host venue to identify suitable arrangements.

This may include individuals who:

- Have mobility difficulties
- Have sensory or communication needs
- Are autistic or may experience distress during emergencies
- Have hearing or visual impairments
- Have medical conditions requiring additional support

Relevant staff will be informed of any agreed arrangements on a need-to-know basis.

## 7. Fire Prevention

Staff will:

- Keep fire exits clear and unobstructed
- Ensure evacuation routes remain accessible

- Report hazards, damaged equipment or blocked exits immediately
- Follow any fire safety instructions issued by the host venue

Children must never be permitted to interfere with fire safety equipment unless instructed as part of an authorised fire safety activity.

## 8. Emergency Evacuation Procedure

If a fire alarm sounds, fire is discovered, or evacuation is instructed:

### Immediate Actions

1. Stop activities immediately
2. Instruct children to remain calm
3. Evacuate using the nearest safe exit
- 4. Do not stop to collect belongings**
5. Do not use lifts
6. Follow instructions from venue staff and emergency services
7. Proceed directly to the designated assembly point

### Staff Responsibilities During Evacuation

Staff must:

- Supervise children continuously
- Assist children requiring additional support
- Take the register where safe and practicable to do so
- Maintain appropriate staff-to-child supervision

- Ensure no child is left behind knowingly

Where safe and practical to do so, the designated staff members identified in Section 4 will take the required registers, emergency information, first aid kit/equipment, and medication to the assembly point.

No member of staff should delay evacuation or place themselves at risk in order to retrieve equipment, medication, or records.

## 9. Assembly Point Procedures

Once at the assembly point:

- Staff must immediately conduct a headcount
- Attendance registers must be checked
- Children must remain supervised at all times
- Staff must report any concerns immediately to the Setting Manager, Camp Lead, or senior staff member present
- The person leading the evacuation must confirm that all children have been accounted for and that any required emergency medication or first aid equipment is available if needed.

**No person may re-enter the building until authorised by emergency services or the responsible venue representative.**

## 10. Unaccounted-for Children Following Evacuation

If a child cannot be accounted for following an evacuation:

1. The Setting Manager, Camp Lead, or senior member of staff must be informed immediately
2. Registers and headcounts must be checked and verified
3. Staff must establish the child's last known location and circumstances
4. Emergency services and venue management must be informed immediately if the child cannot be accounted for
5. Staff must not re-enter the building to search unless instructed by emergency services

Where a child remains unaccounted for, the incident will immediately be managed in accordance with the Kanga Sports Lost Child Policy.

A child who cannot be accounted for following evacuation will be treated as a safeguarding concern and responded to without delay.

## **11. Communication with Parents and Carers**

Where an emergency significantly affects service delivery or collection arrangements:

- Parents/carers will be informed as soon as reasonably practicable
- Clear and factual information will be provided
- Updates will be communicated where appropriate

If the venue cannot be safely reoccupied, alternative collection arrangements may be implemented in consultation with the host venue and emergency services.

Where all children and staff are safe, and the incident has been resolved without disruption to collection arrangements, Kanga Sports may issue a

courtesy communication to parents/carers informing them of the incident and reassuring them that appropriate procedures were followed.

## 12. Recording and Reporting

All fire incidents, evacuations, and emergency situations must be recorded.

Records should include:

- Date and time of incident
- Location
- Nature of emergency
- Actions taken
- Staff involved
- Outcome
- Any injuries sustained
- Any safeguarding concerns identified

Records must be stored securely and handled in accordance with data protection requirements.

## 13. Post-Incident Review

Following any significant incident, evacuation, or fire-related emergency:

- A review will be conducted by the Service Manager and relevant staff
- Risk assessments will be reviewed
- Procedures will be updated where necessary
- Additional training or support will be provided where appropriate

- Any safeguarding implications will be considered by the DSL/DDSL

## 14. Related Policies

This policy should be read alongside:

- Safeguarding, Prevent Duty and Child Protection Policy
- Lost Child Policy
- Child Collection & Late Pick-Up Policy
- First Aid Policy
- Medication Policy
- Health & Safety Policy
- Risk assessments
- Data Protection Policy

## 15. Review

**Date:** May 2026

**Review Date:** April 2027

This policy will be reviewed annually or sooner where legislation, guidance, operational requirements, venue requirements, or lessons learned from incidents indicate that changes are required.