



Emergency & Evacuation Policy

Policy Statement

Play, Learn, Grow! Cannock is committed to ensuring the safety of all babies, parents and caregivers attending sessions in the event of an emergency. This policy outlines the procedures to be followed should an emergency or evacuation be required during a session.

Due to the parent-accompanied nature of sessions, parents and caregivers remain responsible for their baby at all times, including during an emergency. Play, Learn, Grow! Cannock will provide guidance and support to ensure a calm and safe evacuation where necessary.

Types of Emergency

Emergencies may include, but are not limited to:

- Fire or fire alarm activation
- Smoke within the building
- Gas leak
- Structural concerns
- Security concerns
- Medical emergency requiring evacuation
- Severe weather where evacuation is required
- Instruction from venue staff to evacuate
- Any situation considered unsafe to remain in the venue

In all situations, safety will be prioritised.

General Emergency Procedure

If an emergency occurs:

- The session leader will instruct families to stop activities
- Parents and caregivers must collect their baby immediately
- All attendees should leave belongings where possible
- Families should exit calmly using the nearest safe exit
- Running should be avoided where possible
- Parents remain responsible for their baby
- Instructions from venue staff should be followed
- Emergency services contacted where required

The priority is to evacuate safely and quickly.

Fire Evacuation Procedure

If a fire alarm sounds or a fire is suspected:

- The session will stop immediately
- Parents collect their baby
- All attendees exit the building calmly
- The nearest safe exit will be used
- No attempt should be made to collect belongings



- Lifts should not be used
- Venue staff instructions followed
- Attendees move to designated assembly point where provided

Re-entry to the building will only take place once it is confirmed safe to do so.

Assembly Point

Families should move to the designated assembly point identified by the venue where possible. If no formal assembly point is provided, attendees should move to a safe area away from the building.

Parents and caregivers remain responsible for their baby at all times.

Responsibility During Evacuation

Parents and caregivers are responsible for:

- Collecting their baby immediately
- Exiting safely
- Supervising their baby at all times
- Remaining calm
- Following instructions
- Not re-entering the building

Play, Learn, Grow! Cannock is responsible for:

- Providing clear instructions
- Supporting calm evacuation
- Ensuring area is cleared where possible
- Liaising with venue staff where appropriate

Medical Emergencies

If a medical emergency requires evacuation:

- Space will be cleared where possible
- Emergency services contacted if required
- Parents directed safely
- Session paused or ended if necessary

Parents remain responsible for their baby unless directly involved in the emergency.

Blocked Exit

If the usual exit is blocked:

- An alternative safe exit will be used
- Instructions will be given to attendees
- Parents should follow guidance calmly

Safety will always take priority.



Missing Child During Evacuation

If a parent becomes separated from their baby during evacuation, they should immediately alert the session leader or venue staff. Every reasonable effort will be made to reunite parent and child quickly.

After an Evacuation

Following an evacuation:

- Session may be cancelled if necessary
- Families may be asked to leave the venue
- Incident may be recorded
- Risk assessments reviewed if appropriate

Safety will always take priority over continuing the session.

Familiarisation

Parents and caregivers are encouraged to:

- Note exits on arrival
- Keep walkways clear
- Store belongings safely
- Follow instructions during emergencies

This helps ensure a smooth evacuation if required.

Commitment

Play, Learn, Grow! Cannock is committed to responding calmly and efficiently to emergencies and ensuring the safe evacuation of all babies, parents and caregivers where required. Cooperation from all attendees helps ensure emergencies are managed safely.

Date of Policy: April 2026

Date of Policy Renewal: April 2027

Signed: Rebecca Marfell

8th April 2026