



Fire Safety Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

Emergency Backup (Westminster MASH): 020 7641 4000

Last Reviewed: May 2026 | Next Review: September 2026 (to align with annual KCSIE updates)

Purpose & Core Principles

At Kids Adventure Days, the safety of children, staff, parents, and visitors is our highest priority. We maintain a safe environment by implementing robust fire safety procedures and collaborating closely with our host venues/schools to align with their established fire evacuation plans. All staff must familiarise themselves with these procedures during their mandatory induction.

Role-Specific Responsibilities

The Setting Manager / Designated Lead:

Ensures the host venue's Fire Evacuation Plan is fully integrated and followed.
Verifies that all exit routes and fire doors are kept clear and unlocked during club hours.
Ensures that a minimum of one fire drill is executed each term (for after-school sessions) and once per program (for holiday clubs), so children remain confident.

All Staff Members:

Must know the precise location of all fire exits, manual call points, and assembly points.
Must guide children calmly, safely, and swiftly to the assembly point without stopping for personal belongings.

Must report any potential fire hazards or blocked exits to the DSL immediately.

Fire Drill Procedures & Log Keeping

Execution: Drills will be carried out calmly and efficiently, replicating a real evacuation scenario.

Multi-Agency Notification: Staff will take appropriate steps to notify the venue's site manager or local fire service if a planned drill risks triggering an external emergency call-out.

The Fire Safety Log: Following every drill or evacuation, the manager will document the date, time, exit route used, evacuation duration, and a formal debrief note to identify any operational delays.

Special Educational Needs and Disabilities (SEND)

Personal Emergency Evacuation Plans (PEEPs): Any child or staff member with physical, sensory, or additional needs will have a written PEEP created upon registration.

1-to-1 Support: The PEEP will designate a specific staff member responsible for ensuring the individual is safely escorted to the assembly point during an evacuation.

Visitors and Volunteers

All visitors, contractors, and volunteers will be briefed on primary fire exits and the location of the assembly point immediately upon signing into the club (p. 2).

Emergency Evacuation Specifics

Primary Assembly Point: (All Souls C of E Primary School, Ground floor playground 'Blue Square')

Emergency Services Contact: 999

Westminster Council Health & Safety Liaison: 020 7641 6000

