



Fire Safety Policy

At Kids Adventure Days, the safety of children, staff, parents, and visitors is our highest priority. We are committed to maintaining a safe environment by following robust fire safety procedures at all times.

We work closely with each school or venue we operate in to ensure we fully understand and follow their fire safety arrangements. Before opening any club, we obtain the venue's fire evacuation plan, review it, and ensure it is appropriate for the age and needs of the children in our care. All staff are required to familiarise themselves with these procedures as part of their induction.

The Manager/Designated Lead at each setting is responsible for ensuring that:

- The venue's Fire Evacuation Plan is followed correctly.
- All staff are aware of assembly points, exit routes, and their responsibilities during an evacuation.
- A minimum of one fire drill is carried out each term, so that children become confident and prepared in the event of an emergency.
- Any child or member of staff with additional needs has appropriate support arrangements in place during an evacuation.

Fire Drills

Fire drills will take place termly during club hours. When a drill is planned:

- Appropriate steps will be taken to ensure the local fire service is aware, preventing unnecessary emergency call-outs.
- The drill will be carried out calmly and efficiently, following the same procedures as a real evacuation.

After each planned or unplanned fire evacuation, a debrief session will take place with the staff team to:

- Review the effectiveness of the evacuation
- Identify any delays, difficulties, or concerns
- Update and improve procedures if required

Any changes to the evacuation plan will be communicated promptly to all staff.

Staff Responsibilities

All staff must:

- Know the location of fire exits and assembly points
- Keep exit routes clear at all times
- Support children calmly and safely during an evacuation
- Follow instructions from the designated fire lead
- Report any concerns relating to fire safety immediately

Visitors and volunteers will be informed of fire safety procedures upon arrival.

Policy Review

Last reviewed: November 2025

Next review due: November 2026