



Fire Evacuation Policy- CM Sports	
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1. Policy Statement

CM Sports is committed to protecting the health, safety and welfare of all children, staff, volunteers, contractors and visitors in the event of fire or another emergency requiring evacuation.

This policy sets out the arrangements for preventing fire, raising the alarm, evacuating the premises safely, accounting for everyone present and responding appropriately following an emergency.

CM Sports will comply with applicable fire safety legislation and relevant requirements relating to the premises and the children in its care.

Fire and emergency arrangements will take account of children's age, development, SEND, medical needs, mobility, communication needs and any other individual vulnerabilities.

The safety and welfare of children will remain the priority throughout an evacuation.

2. Responsibilities

Fire Safety Officer / Designated Responsible Person

The person responsible for fire safety at each CM Sports venue will:

- oversee fire safety arrangements;
- ensure appropriate fire risk assessments are in place;
- ensure fire exits and escape routes remain clear;
- ensure fire alarms and detection systems are appropriately maintained;
- arrange and record fire drills;
- ensure staff understand evacuation procedures;
- liaise with the building manager, responsible person and emergency services where appropriate;

- ensure relevant staff are aware of children requiring additional support during evacuation; and
- review arrangements following drills, incidents or significant changes.

Managers

Managers will ensure that:

- staff are familiar with the evacuation procedure;
- registers and attendance information are available;
- emergency contact information is accessible where appropriate;
- children requiring additional support have appropriate arrangements in place;
- staff responsibilities are clearly allocated;
- visitors and contractors are aware of relevant emergency arrangements;
- fire safety concerns are acted upon promptly; and
- fire incidents and significant concerns are recorded and reviewed.

All Staff

All staff must:

- familiarise themselves with the fire procedures and escape routes;
- know the location of fire alarm call points and assembly points;
- evacuate children calmly and safely;
- maintain appropriate supervision throughout evacuation;
- take the register or follow the venue's agreed arrangements for accounting for children;
- report missing or unaccounted-for children immediately;
- follow instructions from the Fire Safety Officer, manager or emergency services;
- never put themselves or children at unnecessary risk; and
- report any fire safety or safeguarding concerns promptly.

3. Fire Prevention

CM Sports will take reasonable and proportionate steps to prevent fires.

This includes ensuring that:

- fire exits and escape routes are clearly identified and kept unobstructed;
- combustible materials are appropriately stored;
- electrical equipment is used safely;
- electrical equipment is maintained and inspected according to appropriate risk-based arrangements;
- smoking is prohibited where required by the premises' rules and applicable legislation;
- kitchen and food preparation areas are managed safely;
- cooking equipment is not left unattended where this would create a fire risk;
- heaters and other sources of ignition are used safely;
- fire doors are not wedged or obstructed;
- waste is stored appropriately; and
- identified fire risks are addressed through the fire risk assessment.

CM Sports will follow any additional fire safety arrangements established by the school, venue, landlord or building manager where operating within another organisation's premises.

4. Fire Risk Assessment

A suitable fire risk assessment must be in place for each relevant CM Sports setting or premises arrangement.

The assessment will consider:

- the layout and use of the premises;
- sources of ignition;
- combustible materials;
- fire detection and warning systems;
- emergency lighting where applicable;
- escape routes and exits;
- the number and age of children;
- staffing arrangements;

- children with SEND or additional needs;
- children with mobility, communication or medical needs;
- visitors and contractors;
- arrangements for children requiring additional support;
- fire-fighting equipment; and
- arrangements for contacting emergency services.

The fire risk assessment will be reviewed following:

- a fire or significant fire-related incident;
 - changes to the premises;
 - changes to the use of the building;
 - significant changes to staffing or occupancy;
 - changes affecting a child's individual evacuation needs; or
 - any other significant change in circumstances.
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5. Emergency Evacuation Procedure

On Discovering a Fire

Any person discovering a fire must:

1. Raise the alarm immediately using the nearest fire alarm call point or agreed alarm procedure.
2. Alert other people in the immediate area where it is safe to do so.
3. Inform the Fire Safety Officer, manager or responsible person.
4. Evacuate immediately.
5. Call **999** and request the Fire and Rescue Service if this has not already been done.

Staff must not attempt to fight a fire unless they have been appropriately trained and it is safe to do so.

The priority is always to evacuate safely.

On Hearing the Fire Alarm

Staff must:

1. Stop activities immediately.
2. Instruct children to leave calmly.
3. Use the nearest safe available fire exit.
4. Take the register or follow the venue's agreed accounting procedure where this can be done without delaying evacuation.
5. Do not stop to collect personal belongings.
6. Ensure children remain supervised.
7. Proceed to the designated assembly point.
8. Prevent children from returning towards the building.
9. Account for all children, staff and visitors.
10. Report anyone missing immediately to the Fire Safety Officer or emergency services.

Staff must never place themselves or children at unnecessary risk in order to retrieve belongings, search areas or fight a fire.

6. Searching the Building

The Fire Safety Officer, manager or other designated person may check areas such as:

- toilets;
- activity rooms;
- storage areas; and
- other areas where people may reasonably remain,

only where it is safe to do so and without delaying evacuation.

Staff must never re-enter a building to search for a child or another person once they have evacuated unless specifically instructed by the Fire and Rescue Service.

The Fire and Rescue Service should be informed immediately if anyone is believed to remain inside the building.

7. Assembly Point and Roll Call

Once at the designated assembly point:

- children must remain under appropriate supervision;

- staff must complete a roll call using the most current attendance information;
- staff must report missing or unaccounted-for children immediately;
- visitors and staff should also be accounted for;
- children must not leave with parents/carers unless this has been authorised and safely managed; and
- the group must remain at the assembly point until instructed otherwise.

If a child is missing, this must be treated as an immediate emergency.

The Fire Safety Officer or manager must inform the Fire and Rescue Service immediately and provide all information available.

8. Children with SEND and Additional Needs

CM Sports recognises that some children may require additional support during an emergency evacuation.

Individual arrangements will be considered for children who have:

- mobility difficulties;
- physical disabilities;
- communication needs;
- sensory needs;
- learning difficulties;
- behavioural or emotional needs;
- medical conditions; or
- other circumstances that may affect their ability to evacuate safely.

Where appropriate, a **Personal Emergency Evacuation Plan (PEEP)** or other individual emergency arrangement will be developed.

Relevant staff must understand the arrangements and receive appropriate briefing or training.

Plans must be reviewed when a child's needs or circumstances change.

Children must not be excluded from activities unnecessarily because they require additional evacuation support.

9. Medical Needs and Emergency Medication

Where a child has a medical condition that may affect their evacuation or emergency response, relevant arrangements must be considered as part of their individual healthcare or emergency planning.

Staff must follow any relevant Individual Healthcare Plan (IHP) or emergency medical arrangements.

Emergency medication should only be administered by appropriately trained and authorised staff in accordance with the relevant medical procedure.

Emergency arrangements must take account of the need to maintain children's dignity, reassurance and welfare during an evacuation.

10. Safeguarding During an Emergency

Fire evacuation is also a safeguarding matter because children may be particularly vulnerable during an emergency.

Staff must maintain appropriate supervision and ensure that children are not left alone or placed in avoidable danger.

Staff must remain alert to:

- children becoming separated from the group;
- children becoming distressed or particularly vulnerable;
- unexplained injuries or concerns arising during an emergency;
- inappropriate behaviour towards children;
- concerns involving an adult's conduct; or
- any other concern affecting a child's safety or welfare.

Any safeguarding concern identified during or following an emergency must be reported to the CM Sports Designated Safeguarding Lead (DSL) or safeguarding lead in accordance with the Safeguarding & Child Protection Policy.

11. Children's Emotional Wellbeing

CM Sports recognises that fire alarms, evacuations and emergencies may be frightening or distressing for children.

Staff should:

- remain calm and reassuring;
- use age-appropriate explanations;
- provide additional support to children who are distressed;
- consider SEND and communication needs;
- avoid unnecessary discussion of frightening information in front of children; and
- monitor children's wellbeing following a significant incident.

Where a child requires additional emotional support following an emergency, this should be considered in accordance with the CM Sports Wellbeing Policy and safeguarding procedures.

12. Visitors, Contractors and Parents/Carers

Visitors and contractors must follow the emergency arrangements for the premises.

Where appropriate, visitors must sign in and out so that they can be accounted for during an evacuation.

Parents/carers arriving during an emergency must follow the instructions of CM Sports staff and emergency services.

Children must not be released during an emergency unless this can be done safely and in accordance with CM Sports collection and safeguarding procedures.

13. Communication

During an emergency:

- emergency services must be contacted where required;
- staff should communicate clearly and calmly;
- information should be shared on a need-to-know basis;
- parents/carers should be contacted when it is safe and appropriate to do so;
- information about children's whereabouts must be accurate; and
- staff must not provide inaccurate or speculative information.

Where CM Sports operates from school or other host premises, communication arrangements should follow the agreed emergency arrangements for that venue.

14. Fire Drills

Fire evacuation drills will be conducted at appropriate intervals and in accordance with the requirements of the premises and relevant regulatory framework.

Drills will:

- test the effectiveness of evacuation arrangements;
- involve children and staff where appropriate;
- consider children requiring additional support;
- assess evacuation times and difficulties;
- identify blocked or unsuitable routes;
- identify staffing or supervision issues; and
- be recorded.

Records should include:

- date and time;
- number of children and staff present;
- evacuation time where appropriate;
- any difficulties identified;
- children requiring additional support;
- actions required; and
- the person responsible for follow-up.

Staff should be debriefed where appropriate and lessons learned should be incorporated into future arrangements.

15. Fire Safety Training

Staff will receive appropriate fire safety information and training relevant to their role.

Training will include:

- fire prevention;
- alarm procedures;
- evacuation routes;
- assembly arrangements;

- staff responsibilities;
- supporting children during evacuation;
- arrangements for children with SEND or additional needs;
- emergency communication;
- accounting for children; and
- reporting concerns.

Only staff who are appropriately trained should use fire extinguishers, and only where doing so is safe and appropriate.

16. Fire Equipment and Systems

Fire alarms, detection systems, emergency lighting, extinguishers and other fire safety equipment will be maintained and tested in accordance with applicable requirements and the arrangements for the premises.

CM Sports will cooperate with the responsible person, building manager, landlord or other relevant party where fire safety systems are managed externally.

Staff must report damaged, missing or inaccessible fire safety equipment immediately.

17. Post-Incident Procedure

Following a fire or significant evacuation:

1. Ensure all children and staff are accounted for.
2. Ensure any injuries or medical needs are addressed.
3. Contact emergency services where required.
4. Notify parents/carers where appropriate.
5. Provide reassurance and support to children.
6. Record the incident accurately.
7. Notify the DSL where a safeguarding concern has arisen.
8. Notify the relevant manager and other responsible persons.
9. Notify Ofsted, the local authority or other regulatory bodies where legally required.
10. Review the fire risk assessment and emergency procedures.

11. Identify lessons learned and implement improvements.

Children must not return to the premises until it has been confirmed that it is safe to do so by the appropriate responsible person or emergency service.

18. Recording and Reporting

CM Sports will maintain appropriate records relating to:

- fire drills;
- fire incidents;
- evacuation difficulties;
- fire safety concerns;
- identified actions;
- relevant staff training; and
- individual emergency arrangements where applicable.

Records relating to children must be handled confidentially and in accordance with CM Sports data protection and safeguarding procedures.

19. Safeguarding and KCSIE 2026 Alignment

This policy has been reviewed to ensure that relevant safeguarding principles reflected in **Keeping Children Safe in Education (KCSIE) 2026** are incorporated into CM Sports emergency arrangements.

The policy supports:

- a child-centred approach to safety and welfare;
- consideration of children's individual needs and vulnerabilities;
- appropriate arrangements for children with SEND;
- effective supervision and accountability of children;
- recognition and reporting of safeguarding concerns;
- appropriate escalation to the DSL/safeguarding lead;
- accurate recording of incidents and concerns;
- appropriate information sharing where required to protect children;

- consideration of children's emotional wellbeing; and
- review and learning following incidents and emergencies.

KCSIE is statutory guidance for schools and colleges. CM Sports therefore considers this policy to be **aligned with relevant KCSIE 2026 safeguarding expectations**, particularly where CM Sports operates within or alongside school settings