

Play Sports Juniors Netball Academy

Emergency & Evacuation Procedures

Policy Owner: Play Sports Leagues Ltd / Play Sports Juniors

Applies To: All Academy coaches, Lead Coaches, volunteers, staff, participants and parents/carers

Effective From: 1st September 2026

Review Date: 1st August 2027

Version: 1.0

1. Purpose

The purpose of these procedures is to ensure that Play Sports Juniors Netball Academy coaches and staff understand how to respond to emergencies and protect the safety and welfare of participants.

Emergencies may include:

- Fire.
- Serious medical emergencies.
- Serious injury.
- Lockdown or serious security threat.
- Dangerous persons.
- Utility failure.
- Structural or environmental hazards.
- Severe weather.
- Other situations requiring the session to stop or participants to be moved to a place of safety.

The immediate priority in any emergency is the safety and welfare of children and other people present.

2. Venue Emergency Procedures

Academy sessions take place at external venues, and each venue may have its own emergency procedures.

The venue's emergency procedures and instructions must be followed where applicable.

Before an Academy begins operating at a venue, Play Sports Juniors should establish, where reasonably possible:

- The location of emergency exits.
- The designated assembly point.
- Fire alarm arrangements.
- Emergency evacuation procedures.
- First aid arrangements.
- The location of first aid equipment/AEDs where applicable.
- The venue's emergency contact.

- Lockdown/security arrangements where provided.
- Any venue-specific restrictions or requirements.

Venue-specific arrangements should be communicated to Academy coaches.

Where there is a conflict between general Academy procedures and an immediate instruction from the venue's responsible staff during an emergency, coaches should follow the venue's emergency direction unless doing so would clearly place a participant at greater immediate risk.

3. Lead Coach Responsibility

The Lead Coach is responsible for coordinating the Academy response during an emergency where practical.

The Lead Coach should:

- Take control of the Academy group.
- Give clear and calm instructions.
- Ensure participants remain together where safe to do so.
- Follow venue emergency procedures.
- Delegate appropriate tasks to other coaches.
- Ensure appropriate supervision.
- Contact emergency services where required.
- Contact Play Sports Juniors Head Office.
- Contact parents/carers where appropriate.
- Ensure the incident is recorded afterwards.

The Lead Coach must not put themselves or another person at unnecessary risk.

4. Other Coach Responsibilities

Other Academy coaches should support the Lead Coach by:

- Maintaining supervision of participants.
- Helping move children safely where required.
- Checking appropriate areas where this can be done safely.
- Assisting participants who require additional support.
- Bringing relevant attendance information where appropriate.
- Communicating concerns to the Lead Coach.
- Providing first aid where trained and appropriate.
- Following instructions from the Lead Coach and venue staff.

Coaches must not leave participants unsupervised in order to deal with an emergency unless this is unavoidable and necessary to protect someone from immediate serious harm.

5. Emergency Evacuation

If an evacuation is required:

1. Stop the session immediately.
2. Remain calm and give clear instructions.
3. Follow the venue's evacuation procedure.
4. Use the safest available exit.
5. Do not use lifts unless specifically instructed by the venue/emergency services.
6. Keep participants together where possible.
7. Assist children who require additional support.
8. Move to the designated assembly point or other safe location.
9. Take a register or otherwise account for participants where possible.
10. Report any missing or unaccounted-for participant immediately to the venue/emergency services.
11. Do not re-enter the building or area until authorised.

Coaches must not delay evacuation to collect personal belongings or unnecessary equipment.

6. Fire

If a fire or suspected fire occurs:

- Raise the alarm immediately where necessary.
- Stop the session.
- Evacuate in accordance with the venue's fire procedure.
- Contact 999 if required.
- Move participants to the designated assembly point.
- Account for all participants.
- Follow instructions from venue staff and emergency services.
- Do not attempt to fight a fire unless specifically trained, authorised and it is safe to do so.

If a child is missing during an evacuation, the Lead Coach must immediately inform venue staff and/or emergency services.

Coaches must never re-enter a building to search for a missing child.

7. Serious Medical Emergency

For a serious medical emergency:

1. Stop the activity.
2. Assess the situation and ensure the area is safe.
3. Provide first aid within the coach's training and competence.
4. Call 999 where emergency medical assistance is required.
5. Send another coach or appropriate person to meet emergency services where possible.
6. Contact the child's parent/carer as soon as reasonably practicable.
7. Maintain supervision of the other participants.
8. Follow the First Aid & Medical Policy.

9. Record the incident afterwards.

Where an AED is available at the venue, coaches should follow the instructions of the AED and emergency services.

8. Serious Injury or Head Injury

Any serious injury, suspected serious injury or significant head injury must be treated in accordance with the First Aid & Medical Policy.

Where emergency medical attention is required, coaches must call 999.

A participant must not be encouraged to return to activity where doing so may place them at risk.

Parents/carers should be informed of injuries in accordance with the First Aid & Medical Policy.

9. Lockdown or Serious Security Threat

If the venue activates a lockdown procedure or there is a serious security threat:

- Follow the venue's lockdown instructions.
- Bring participants into a secure area where possible.
- Keep children calm and quiet.
- Keep doors closed and secured where possible.
- Keep away from windows and visible areas where appropriate.
- Do not leave the secure location unless instructed or there is an immediate danger requiring movement.
- Follow instructions from venue staff, police or emergency services.
- Call 999 where appropriate.

Coaches should not confront or approach a dangerous person unless necessary to prevent immediate serious harm.

Parents/carers should not attempt to enter the venue during a lockdown.

10. Dangerous Person

If a person presents an immediate threat to participants or staff:

- Prioritise moving participants away from the threat where it is safe to do so.
- Follow venue security/lockdown procedures.
- Contact 999 where there is an immediate threat.
- Follow instructions from police or venue staff.
- Do not confront the individual unnecessarily.
- Maintain supervision of participants.

Any safeguarding concerns relating to a dangerous person must also be reported in accordance with the Safeguarding & Child Protection Policy.

11. Utility Failure

A power cut, loss of heating, loss of water or other utility failure may make the venue unsuitable for use.

Coaches should:

- Stop the session if safety is affected.
- Contact venue staff.
- Follow venue instructions.
- Move participants to a safe location if required.
- Contact Play Sports Juniors Head Office.
- Contact parents/carers if the session needs to end early.

The Academy must not continue if the venue or Play Sports Juniors considers that the facility is no longer safe or suitable.

12. Structural or Environmental Emergency

If there is a structural problem or other immediate environmental hazard, such as:

- Part of a ceiling or wall becoming unstable.
- Significant water ingress.
- Gas or chemical concerns.
- Serious flooding.
- Major equipment failure.
- A dangerous obstruction.

Coaches must:

1. Stop the activity.
2. Move participants away from the hazard where safe.
3. Notify venue staff.
4. Follow venue emergency procedures.
5. Contact emergency services if required.
6. Contact Play Sports Juniors Head Office.
7. Ensure children remain supervised.

Coaches must not attempt repairs or enter an unsafe area.

13. Severe Weather During a Session

Where severe weather creates an immediate risk, the Lead Coach should stop the activity and follow the venue's instructions.

Depending on the circumstances, this may involve:

- Moving indoors.

- Moving to another safe area.
- Suspending the session.
- Evacuating.
- Ending the session early.

The Severe Weather / Session Cancellation Policy should be followed.

14. Missing Child During an Emergency

If a child becomes unaccounted for during an emergency:

- Immediately inform the Lead Coach.
- Inform venue staff and/or emergency services where appropriate.
- Provide the child's name and relevant information.
- Do not leave other children unsupervised in order to search.
- Follow venue emergency procedures.
- Contact the parent/carer as soon as reasonably practicable.
- Treat the situation as a safeguarding concern where appropriate.

The safety of the remaining participants must continue to be maintained.

15. Participant Requiring Additional Support

Emergency procedures must take into account participants who may require additional assistance because of:

- Disability.
- Mobility needs.
- Communication needs.
- Medical conditions.
- Sensory needs.
- Anxiety or other individual circumstances.

Relevant information should be considered during planning and risk assessment.

Coaches should provide reasonable assistance without placing themselves or the participant at unnecessary risk.

16. Emergency Contacting of Parents/Carers

Parents/carers should be contacted where:

- A child requires emergency medical treatment.
- A session ends early because of an emergency.
- A child needs to be collected.
- The emergency has a significant impact on the Academy session.
- The Lead Coach or Head Office considers contact necessary.

In an immediate emergency, coaches should **contact emergency services first where necessary** rather than delaying emergency assistance to contact parents.

17. Supervision During an Emergency

The Academy normally operates with a minimum of two coaches.

During an emergency, coaches must prioritise maintaining appropriate supervision of participants.

Where possible:

- One coach should coordinate with venue staff/emergency services.
- Another coach should remain responsible for the children.

If circumstances make this impossible, coaches should use their judgement based on the immediate risk and follow instructions from emergency services or venue staff.

Children must not be left alone or sent away from the supervised group.

18. Emergency Services

The emergency services should be contacted by calling **999** where there is an immediate or serious risk to life, health or safety.

Examples include:

- Serious injury.
- Serious medical emergency.
- Fire.
- Dangerous person.
- Immediate safeguarding threat.
- Serious structural danger.
- Other circumstances requiring urgent emergency assistance.

Coaches should provide the emergency operator with:

- Their name.
 - The venue name and address.
 - The nature of the emergency.
 - The number and approximate ages of people involved.
 - Any immediate hazards.
 - Any other information requested.
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19. After an Emergency

Following an emergency, Play Sports Juniors will consider whether:

- The session should remain cancelled.
- The venue remains suitable for use.
- Additional risk assessment is required.
- Parents/carers require further communication.
- The incident needs to be formally recorded.
- Safeguarding procedures need to be followed.
- Head Office needs to review the Academy's arrangements.
- The venue needs to be contacted regarding any follow-up actions.

Participants should be supported appropriately following a distressing event.

20. Accident, Incident and Near-Miss Reporting

Any significant emergency, accident, incident or near miss must be recorded in accordance with the **Accident, Incident & Near-Miss Reporting Procedure**.

Records should include, where appropriate:

- Date and time.
- Venue.
- People involved.
- What happened.
- Actions taken.
- First aid or emergency treatment provided.
- Whether emergency services attended.
- Whether parents/carers were contacted.
- Any follow-up action required.

Safeguarding concerns must also be recorded and reported in accordance with the Safeguarding & Child Protection Policy.

21. Emergency Equipment and Information

Where appropriate, coaches should know the location of:

- Emergency exits.
- Assembly points.
- First aid equipment.
- AEDs.
- Fire alarm points.
- Venue emergency contact information.
- Relevant attendance information.

Coaches should not obstruct emergency exits or access routes during Academy sessions.

22. Emergency Drills

Where the venue conducts emergency drills, Academy coaches and participants should follow the venue's instructions.

Play Sports Juniors may participate in venue emergency drills where appropriate.

Any concerns identified during an emergency drill should be reported to Play Sports Juniors Head Office and/or the venue.

23. Coach Responsibilities

All Academy coaches are responsible for:

- Familiarising themselves with venue emergency arrangements.
 - Following venue instructions.
 - Knowing the location of emergency exits and assembly points.
 - Maintaining appropriate supervision.
 - Remaining calm and giving clear instructions.
 - Providing first aid within their training and competence.
 - Calling emergency services where necessary.
 - Reporting emergencies to the Lead Coach and Head Office.
 - Recording incidents appropriately.
 - Following all relevant Academy policies.
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24. Parent/Carer Responsibilities

Parents/carers should:

- Ensure Play Sports Juniors has accurate emergency contact information.
 - Follow instructions given by Play Sports Juniors, venue staff or emergency services.
 - Avoid entering a venue during an active emergency unless instructed to do so.
 - Collect their child promptly when requested.
 - Inform Play Sports Juniors of relevant changes to emergency or medical information.
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25. Venue-Specific Emergency Plans

A separate venue-specific emergency plan or information sheet should be maintained where appropriate for each Academy venue.

This should identify, where available:

- Venue address.
- Emergency exits.
- Assembly point.
- Fire procedures.
- First aid arrangements.

- AED location.
- Venue emergency contact.
- Lockdown/security arrangements.
- Any venue-specific hazards or requirements.

These arrangements should be reviewed when the Academy begins operating at a new venue or when the venue changes its emergency procedures.

26. Related Policies

These procedures should be read alongside:

- Safeguarding & Child Protection Policy.
 - Health & Safety Policy.
 - Risk Assessment Policy.
 - First Aid & Medical Policy.
 - Accident, Incident & Near-Miss Reporting Procedure.
 - Severe Weather / Session Cancellation Policy.
 - Arrival, Collection & Handover Policy.
 - Late / Uncollected Child Procedure.
 - Coach Code of Conduct / Professional Boundaries Policy.
 - Data Protection & Privacy Policy.
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27. Review

These procedures will be reviewed at least annually or sooner where:

- There is a significant change to Academy operations.
 - A serious emergency or incident occurs.
 - A venue changes its emergency arrangements.
 - Relevant legislation or guidance changes.
 - A review identifies improvements that should be made.
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28. Key Contacts

Play Sports Juniors Academy Safeguarding Contact / Head Office

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Schools & Community Sport Lead

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Company Designated Safeguarding Lead (DSL)

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Policy Approval

Approved by: Luke Impett

Position: Schools & Community Sport Lead

Date: 28th August 2026

Signature: 

Next Review Date: 1st August 2027