



# EMERGENCY CLOSURE POLICY & PROCEDURE

We endeavour to be open, as stated in our admissions policy, without disruption. Where disruption is unavoidable, all involved in the pre-school are kept informed and we re-open at the earliest possible opportunity.

## **Aim**

In the unlikely event that we have to close at times other than scheduled in the normal opening hours and dates, the policy is applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place.

## **Methods**

*An emergency closure is implemented in the following circumstances:*

- When the building is unusable through accidental or malicious damage
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- When an outbreak of illness within the pre-school requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When severe weather conditions prevent staff from reaching the pre-school safely and it is impossible to maintain the correct ratios of suitable adults to children.
- When a staff bereavement means it is impossible to maintain the correct ratios of suitable adults to children.

In the event of any of the above incidents occurring which requires the pre-school to not open, the Administrator will make contact with the families of the pre-school affected for that session(s) in advance of the day by text and email. Where this is not practical, a member of the management is asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation. The Administrator is responsible for informing the relevant authorities of the unexpected closure. Initially this means informing the Early Years Childcare team. Other parties who may need to be informed are Ofsted, Health Protection Agency, Local Health Authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure. Parents are informed about how they can find out when the pre-school will re-open and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

## **Emergency closure after a session has started**

In the event of an emergency closure after the session has started you will be informed by telephone and text service that you are required to collect your child as soon as possible. If the closure is due to sickness, the children and all staff who are unaffected remain on the premises until all children can be collected.

If the closure is due to an emergency which requires the building to be evacuated, the children are safely evacuated according to the current Emergency Evacuation Procedures. Contact information for all the children is taken out of the building alongside the daily register. Once the building is evacuated, the Pre-school Manager/Administrator ensures the relevant authorities/emergency services are called. The children are then taken to a place of safety until such time as they can all be collected by parents and carers. The Pre-school Manager/Administrator or one Deputy will contact the parents and carers of the children present. All staff remain with the children during this time.

The Bucks County Council school closure site, our website and Facebook will be used to keep information up-to-date, parents can contact the pre-school using the mobile 07928689736 for any update.

Where the pre-school has to close in an emergency, the management arrange for any funding from the local authority to be repaid if required, and for refunds to be made to any families who pay fees. This is usually made by way of a reduction from the next half-term's fees, but may be in the form of a direct payment if circumstances require.