

Emergency Closure Policy

Statement of Intent

We endeavour to be open as stated in our admissions policy without disruption. Where disruption is unavoidable, all involved at the Pre-School are kept informed and we will reopen 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 at the Pre-School have a clear understanding of the procedures which will take place.

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 it is advisable to avoid travelling in severe weather conditions due to safety.
- When 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 on a given morning, the Pre-School Leader will make contact with the families affected for that session in advance of the session starting by text service where practical. 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. If they think closure will affect further sessions a member of the management will contact the remaining families to advise them of the situation. The Pre-school Leader is responsible for informing the relevant authorities of the unexpected closure. Initially this means informing the Early Years Childcare and Extended Services 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 families will be informed by telephone and text service that they are required to collect their 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 Fire Drill 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 Leader 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 Leader will contact the parents and carers of the children present. All staff remain with the children during this time.
- If the closure is due to severe weather conditions the Pre-School Leader will contact all families affected and all staff will remain at Pre-School till the last child has been collected.
- If the closure is due to staff ratios Management Committee members will be called to Pre-School to cover staff ratios until all families affected have been contacted and children have been collected.

Fees

The Pre-School committee will decide in such an event occurring whether fees are refundable. This will depend on the circumstances.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre School held on (Date) 25/2/16

Signed on behalf of management committee [Signature]

Role of signatory Chair

To be reviewed Spring 2017