



## **Emergency Closure Policy**

### **Statement of Intent**

We endeavour to be open without disruption. Where disruption is unavoidable, all involved in 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 in 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 emergency 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 team 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 the school site has been closed by Our Lady and St Oswald's Primary School due to adverse weather and/or unsafe ground conditions
- When staff bereavement means it is impossible to maintain the correct ratios of suitable adults to children.
- When advised by government or other agency to close due to an increase in transmission of Covid-19 (2020-2021).

In the event of any of the above incidents occurring which requires the Pre-School to remain closed 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 message 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 the 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 relating 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.

In addition to this, all information regarding closure times/days will be shared on Little Acorns social media pages, the Pre-School website and a notice placed on the front door.

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

In the event of an emergency closure after the session has started parents/carers will be informed by telephone and text message 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 and 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 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 until the last child has been collected.

### **Fees**

Should any of the above occur, fees will still have to be paid and regrettably will not be refunded as staff are either employed on permanent contract or a termly basis. If this causes great hardship, a written application for a refund can be made to the committee via the Pre School Leader.

Prolonged closure of the Pre-School will result in fees and bookings being discussed in a Pre-School committee meeting.



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

Signed on behalf of management committee.....

Role of signatory.....

Reviewed .....