



Emergency Closure Policy

Aim

An emergency is an event which threatens to disrupt the normal running of the Pre-school. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive.

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.

Any decision to close Minety Pre-School will be made on Health and Safety or Statutory Regulation grounds, by the Directors, Health and Safety Officer and/or Senior staff member. 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.

Procedure

- In the event of any of the above incidents occurring which requires the pre-school to not open on a given morning, the Directors will contact parents via the Home Contact system in advance of the day. 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 Directors are responsible for informing the relevant authorities of the unexpected closure if necessary.
- 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.
- If necessary the Directors will inform 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.

An emergency closure is implemented in the following circumstances:

- 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 the heating, power or water supply has failed or is faulty.
- 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 staff bereavement means it is impossible to maintain the correct ratios of suitable adults to children.

Minety Pre-school CIC

Heating/power failure:

- If there is a problem with heating, power or water supply, which affects the environment making it unsafe or unhealthy environment for the children, the Directors will liaise to make a decision on closure.
- If the decision is made to close, parents will be contacted.

Severe Weather Closure

- If the weather is severe enough that preschool has to close, the decision will be made by the Directors. This decision is not taken lightly but must incorporate consideration of the safety of all children and staff travelling to the preschool.
- If, for any reason, the preschool has to close due to severe weather, the Directors will contact parents via the Home Contact system as early as possible in the morning.
- Information will also be put on :
Heart FM Swindon 97.2 / 102.2 - Tel: 01793 842600
- If you are at all unsure whether preschool will be open or not, please check **BEFORE** leaving home.

Fees and Staff wages:

- Fees will not be reimbursed if children miss any booked sessions, however if the school is closed longer than 7 days the Directors will meet and discuss whether fee charges will be reimbursed from that point on.
- It is Pre-school's policy to continue to pay staff wages if the Pre-school is closed due to any emergency school closure beyond their control.

Evacuation of the Preschool building

- If it is necessary to evacuate the building, we will do so following the Fire Action Plan, displayed on all exits of the Pre-School.
- The Pre-school grounds will be used as an Assembly Point. If the Pre-school grounds are unsafe to use as an assembly point, staff will walk the children through to: Minety Primary School grounds.

Collection of Children

- If Minety Pre-School is closed because of a Critical Incident/Emergency, parents/carers will be contacted by a member of staff requesting them to collect their child/children immediately.
- In the event that the building has been evacuated, we will contact parents as soon as it is safe for us to do so.