

Emergency and temporary closure policy

Policy Statement

We try to ensure our Pre-school will be open for its usual opening times without disruption. Where disruption is unavoidable, all involved in the Pre-school will be kept informed and the Pre-school will re-open at the earliest possible opportunity.

Procedures

An emergency/temporary closure will be 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 for 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 an emergency occurs during the Pre-school session which requires the Pre-school to close early.
- When adverse weather conditions make attendance impossible or dangerous.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When a Chudleigh Pre-School emergency closure results in insufficient staff being able to work and make it impossible to maintain the correct ratios of suitable adults to children. Where possible the staff will endeavour to arrange for alternative or temporary staff to attend to avoid closure.

In the event of any of the above incidents occurring which requires the Pre-school to not open on a given day, parents/carers will be informed about the closure, and future re-opening by:

- Text messages on their contact mobile phone number.
- If applicable, special meetings will be held to keep parents informed.

Where applicable, the manager will be responsible for informing the relevant authorities of the unexpected closure:

- Devon County Council initially.
- 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.

Emergency closure after a session has started:

- In the event of an emergency closure after a session has started, parents/carers will be informed by telephone 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 will remain on the premises until all the children are collected. If too few staff are well enough to stay on the premises, relief staff will be contacted and asked to stay on until the other children have been collected.
- If the closure is due to an emergency which requires the building to be evacuated, the children will be evacuated according to the current Fire Drill procedures. Contact information for all the children will be taken out of the building alongside the daily register. Once the building is evacuated the staff will ensure the relevant authorities / emergency services are called.
- The children will then be taken to a place of safety until such time as they can be collected by parents / carers. The Manager will contact the parents and carers of the children present. All staff will remain with the children during this time.

Refunds

- Where the Pre-school has to close in an emergency, parents will be offered a credit or alternative hours.