

**Emergency Closure Policy**

**Our Aim**

In the event that the building cannot be used, for whatever reason, Stonham Aspal Pre-School puts into place agreed procedures. These ensure the children are cared for safely by a members of staff, and all parent/carers are informed as soon as possible.

In the event of an emergency closure of the building we will ensure that the children receive a high standard of care in order to cause as little distress as possible. All parent/carers will be contacted.

**Procedures**

 • Stonham Aspal Pre-School Preschool will remain open during term time whenever it is safe to do so. To do so we must meet the following criteria: • The EYFS welfare requirements • Our insurance policy • The number of appropriately qualified staff available • Appropriate staff /child ratios • The physical environment of our setting

• Our ability to safeguard the children in our care in the event of a critical incident • An exceptional circumstance is defined as something which has happened beyond our normal level of control.

**Methods.**

Closure during non-sessional time.

As soon as the preschool Manager receives information regarding an emergency closure of the building she will inform a member of the committee and then make every effort to contact staff and parent/carers to inform them of the situation.

A copy of all contact details will be accessible by the Manager at all times.

The Manager will be responsible for putting up notices at the setting when possible and informing of the closure and provide a contact number for further information.

Staff and parent/carers will be informed regularly on the situation and notified as soon as possible as to when normal sessions can resume.

Staff will be paid as normal for any emergency closure. The Manager will liaise with staff to set activities or tasks that can be completed at home. This might include updating profiles, planning, reading, research, etc.

Where a longer-term closure is necessary, the situation will be reviewed after 48 hours. An emergency committee meeting will be held to discuss longer term plans.

It will be the responsibility of the manager to contact the relevant services (e.g. fire, gas, water etc) should this be necessary

Closure during sessional time.

Children will be kept in a safe area within the building or if necessary evacuated from the building, following the settings ‘Evacuation Procedure.’

All attempts will be made to contact parent/carers as soon as possible, to arrange immediate collection of their children.

When a parent/carer cannot be contacted the ‘non-collection of a child policy’ will take effect.

If in extreme circumstances the children need to be evacuated from the area they will be taken to the nearest designated building safely and parent/carers informed.

All staff are to remain with the children until they have all been collected.

A register of all children and adults will be kept.

A full report will be made, recorded and all relevant authorities informed as required.

**Charging**

If we are forced to close of an emergency fees will not be refunded (for closure up to a week or 5 pre-school days) and there will be no in lieu sessions for grant funded children. After this period the committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will not be refunded for longer than a week.

**Links to other policies**:

Health and Safety

Safeguarding Children

Non-Collection of Children

The Learning Environment

**Through this policy we promote the five Every Child Matters Priority Outcomes:**

* Stay Safe
* Being Healthy
* Enjoy and Achieve
* Make a Positive Contribution
* Achieve Economic Well-being

Responsibility

* Stonham Aspal Pre-School will ensure that all staff, parents, volunteers and others involved in its work will follow and implement this policy.
* The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.
* This Emergency Closure Policy will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents will also be invited to contribute.
* We will listen to children’s point of view and consider this when making and reviewing policies.

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| Date | June 2018 |
| To be reviewed again by: | June 2019 |
| Chairperson signature |  |
| Pre-School leader signature |  |