

# St Marychurch Pre-school

## Emergency Temporary Closure Policy

### Statement of intent

St Marychurch pre-school will endeavour to open for its usual term time sessions without disruption. Where disruption is unavoidable, all involved in the pre-school will be kept informed and the pre-school will reopen at the earliest possible opportunity. Practitioners know how to take action in the event of an emergency arising such as from a bomb scare, adverse weather, lack of heating, burst pipe, smell of gas, power cut and so on (excluding fire please see fire and evacuation policy).

### Aim

In the event the pre-school has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place for dealing with and locating a safe place for children should an emergency arise. St Marychurch Pre-school aims to open for thirty-eight weeks of the year.

### Methods

An emergency/temporary closure will be implemented in the following circumstances

- When the building is unusable through accidental or malicious damage, including failure to the supply of services such as water, sewage, gas or electricity.
- When the building is unusable due to required maintenance work
- When an outbreak of illness within the pre-school setting and community 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, such as flood, snow or storm.
- When an appropriate number of qualified staff are unavailable.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children
- When a 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 and trustees will endeavour to arrange, if available for alternative or temporary staff, with relevant qualifications and checks 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, the pre-school Manager/Deputy or Chairperson will make contact with the families of the pre-school affected for that session in advance of the day where practical and also inform other staff due to work that day.

Where possible a notice will also be placed on the pre-school website

Where possible a poster informing of unexpected closure will be placed on the door of the pre-school.

The pre-school Chairperson/Manager/Deputy will be responsible for informing the relevant authorities of the unexpected closure, this will include Torbay Early Years

Other parties who may need to be informed are Ofsted, Health Protection Agency, Local Health and Safety Executive and RIDDOR, depending on the circumstances of the closure.

Parents will be informed about how they can find out when the pre-school will reopen and other necessary information depending on the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address and if not contacted your emergency contact details will be followed.

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

- If the closure is due to an emergency which requires the building to be evacuated the children will be safely evacuated. Children will be asked to collect their coats and belongings if deemed safe and then proceed to the church or a place of safety.
- The Manager/Deputy will collect the mobile phone and register containing the children's contact numbers to telephone parents/carers to collect their child as soon as possible.
- The register will be taken
- Once the building is evacuated the Manager/Deputy will ensure the relevant authorities/emergency services are called and take further advice from them.
- Parents/carers will be contacted to collect their child, depending upon the advice of the emergency services.
- If the parent/carer is unable to collect their child then the pre-school practitioner will care for their child until their usual collection time.
- In the event that a parent/carer is unable to collect their child due to the emergency, the non-collection policy will be followed.

## **In the event the pre-school has to be closed due to adverse weather conditions the following will apply**

- The manager/deputy will take the decision to close the pre-school
- The pre-school chairperson will make the final decision
- The pre-school manager/deputy will notify all staff due to work that day, of the school closure
- Parents will be advised of closure by way of notification on the website/telephone/email.

## **Payments due to closure**

If staff cannot get into pre-school to work then time is paid back or taken as unpaid leave.

Staff may be able to work from home but this will be discussed with Manager/Deputy

If children have arrived, but the pre-school has to close then fee paying children will be offered an alternative session where possible and if not then they will be reimbursed. However, if the setting is open, but children are unable to attend then no refund will be offered.

Signed \_\_\_\_\_ Position Chairperson

Dated \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.