



Edlesborough Under 5's

Emergency/Temporary Closure Policy

Statement of intent

The preschool will endeavour to be open for its usual session times without disruption. Where disruption is unavoidable, all involved in the preschool will be kept informed and the preschool will reopen at the earliest possible opportunity.

Aim

In the event that the preschool 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 preschool have a clear understanding of the procedures which will take place.

Methods

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 with the Parish Council for scheduled work to be carried out during times of closure.
- When an outbreak of illness within the preschool community requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When an emergency occurs during the preschool session which requires the preschool 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 an Edlesborough School 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 committee will endeavour to arrange for alternative or temporary staff to attend to avoid the closure.

In the event of any of the above incidents occurring which requires the preschool to not open on a given day, the Committee, Group Leader and Deputies will make contact with the families of the preschool 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 hall door and on the preschool website: www.edlesboroughunder5s.org.uk.

The Leader, Deputies and committee will be responsible for informing the relevant authorities of the unexpected closure.

- Initially this will be Bucks County Council
- 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.

Contact numbers are shown in Appendix A.

Parents will be informed about how they can find out when the preschool will reopen 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.

Emergency closure after a session has started

In the event of an emergency closure after the session has started, parents and 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 children can be collected. If too few staff are well enough to stay on the premises, members of the Committee 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 safely 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 leader/deputy or committee will ensure the relevant authorities/emergency services are called. The children will then be taken to a place of safety e.g. Edlesborough School until such time as they can all be collected by parents and carers. The leader/deputy/committee will contact the parents and carers of the children present. All staff will remain with the children during this time.

Refunds

Where the preschool has to close in an emergency, the Committee will arrange for any funding from the local authority to be repaid if required.

Staff that were due to and able to work or were sick will be paid in accordance with their terms of employment.

Fee paying children would also be offered a refund.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 4 April 2011 and reviewed and the Ofsted contact number updated and approved by the committee on 31st January 2012.

Date to be reviewed: January 2013

Signed by Chair of Committee Rebecca Newbert

Appendix A Contact Details

Authority	Contact Number
Ofsted	0300 123 1231
Health Protection Agency	0845 3450055
Bucks Local Health Authority and Bucks County Council Early Years	Office: 01296 387688 0845 6884944 Mob: 07921 941090 (Michelle Lawrence)
National Gas Emergency Helpline	0800 111 999
RIDDOR	0845 3009923
Health & Safety Executive (local)	08701 545500