

STAMPERS PRE-SCHOOL

Emergency Closure Policy (revised 18.2.16)

Statement of intent

Stampers Pre-School will endeavour to be open from 8.45 am to 3.00 pm Monday, 7.45 - 5.30 Tues, Wed, Thurs, and 8.45-12.30 Friday during term times (as decided by the Committee at the AGM). The only change to this will be Teacher Training Days as specified by Stamfordham 1st School. See there website for further information:

<http://www.stamfordhamvillageschool.org.uk/pages/downloads.php>

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.

Aim

In the unlikely even that 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.

Methods

An emergency 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 or emergency maintenance work eg power cut resulting in the rooms being too cold. 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 or community 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 an emergency occurs during the Pre-School session which requires the Pre-School to close early.
- When weather conditions are considered to be a danger to children and staff.

Procedure

In the event of any of the above incidents occurring which requires the Pre-School to not open on a given day, the Chair of the Committee, Pre-School Leader and Deputy will make contact with the families of the Pre-School affected for that session in advance of the day where possible. Where this is not possible, a member of the Committee or staff will be 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.

If closure is due to weather conditions on the day of a session, the decision is made by the Head Teacher of Stamfordham 1st School as soon as possible that morning. The Leader will be notified and will in turn notify other staff members. The staff will then contact their key children on the list provided. They will endeavour to contact all families before the session is due to start.

The Pre-School Leader will be responsible for informing the relevant authorities of the unexpected closure when appropriate.

- 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.

Parents/carers will be informed about how they can find out when the Pre-School 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. (all committee members are DBS checked)

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 along with the daily register, and a mobile phone of a staff member.

Once the building is evacuated, Pre-School Staff will ensure the relevant authorities/emergency services are called.

The children will then be taken to Stamfordham Village Hall, until such time as they can all be collected by parents and carers. Warm blanket ponchos are available in the outside shed if needed. Pre-School staff will contact the parents and carers of the children present. All staff will remain with the children during this time.

Where the Pre-School has to close in an emergency parents/carers will be either issued a refund for the session/s closed or will be offered an alternative session agreed by Pre-School Staff. It is understood that the first 5 sessions for children in receipt of the Nursery Grant will not be refunded, sessions paid for following the first 5 sessions will be refunded as will parents of all fee paying only children. i.e if a child is in Monday all day, Tuesday all day, Wednesday all day and the setting is closed on a Tuesday and Wednesday, then a refund for the Wednesday afternoon will be offered.

See also: Contact and Collection Policy
Health and Safety Policy
Safeguarding Children Policy
Fees and Funding policy

This Policy has been adopted by the Stampers Pre-school Management Committee.

Signed

Chair of Stampers Pre-school Management Committee

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