



## **Emergency Closure**

### Policy statement

An emergency is an event which threatens to disrupt the normal running of the Pre-school. This includes fire, burglary, accidents, infectious diseases, power failure and adverse weather (i.e. heavy snow, extreme heat or floods). This list is not exhaustive.

Emergencies may happen inside the pre-school or outside it, during session times or outside hours. The key to coping with an emergency is good planning and preparedness. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, this procedure gives a common approach which should make coping with an emergency easier. The key to coping with an emergency is good planning and preparedness. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

### Procedures

All staff and chairperson have a copy of the emergency procedure and familiar with its contents. In an emergency, there may not be access to the pre-school room, so key details (child name/contact numbers/sessions attended) should also be kept securely with the procedure, off-site, by the Manager. The Manager/Supervisor is responsible for making sure that these details are kept up to date. We prepare for emergencies by having an up-to-date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up to date.

### Action

In case of an emergency, the Pre-school Manager will take overall charge. The pre-school contingency plan is as follows:

- The priorities are the safety of children the safety of staff and other adults. minimise damage to buildings getting back to normal as soon as possible.

The Manager will decide whether the school buildings (including the Pre-school) should be evacuated. The Manager is responsible for calling the emergency services. As part of the Pre-School emergency evacuation procedures, Pre-School staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the pre-school, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children.

If the decision to close the pre-school is taken early in the morning, the Manager will call the Chairperson and all staff. The Chairperson will ring any other committee member as deemed necessary.

The closure of pre-school will be added to our website, Facebook and Instagram page and Pre-school will endeavour to have it announced on local radio station: EAGLE RADIO FM.

All staff should ensure that they have access to a mobile phone, as the usual telephone service may be disrupted. If the mobile network is down, we will use the website (if there is electricity) and local radio to communicate with parents.

If parents must be called to collect their children, children will be looked after safely by staff until they can be contacted. Depending on the emergency, this may be in the pre-school room, local primary school or it may be outside. If parents cannot be contacted, the Uncollected Child Policy will be followed.

Telephoning parents to ask them to collect their children will be the joint responsibility of the Manager and the Chair and will be divided equally on an alphabetical basis. The list must be updated each time a child changes session and when there are Committee changes.

If the Pre-school is forced to close because of an emergency during the week in which a head count (to determine Free Entitlement) is carried out, we will contact the Early Years & Childcare Team to discuss alternative head count arrangements.

### Charging

If the Pre-school is forced to close because of an emergency, stated in the first paragraph, fees will not be refunded for closures of up to a week (5 pre-school days) 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 be refunded for closures that are longer than a week.

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**  
**Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine**  
**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**