

Emergency Closure Policy

We endeavour to be open without disruption. However where an emergency closure is unavoidable this policy is applied to ensure that all involved in Pre-school are kept informed and have a clear understanding of the procedures that will take place. We will reopen at the earliest opportunity.

In order to operate we must meet the following criteria:

- The EYFS welfare requirements
- Our Insurance policy
- The number of appropriately qualified staff
- The safety of the physical environment (risk assessment)
- Our ability to safeguard the children in our care in the event of a critical incident.

Policy statement

In the event of any of the exceptional circumstances, Leaffield Pre-school may not be able to open, or may have to close a daily session early:

- Adverse weather conditions (we will close in line with Leaffield Primary School)
- Burst pipes or flooding
- Accidental damage of vandalism to the setting making it unfit for purpose
- Failure of heating during the cold weather
- Failure in supply of services (water, sewage or electricity)
- Staff sickness making it impossible to maintain correct ratios
- Security or safety warnings e.g. fire or gas leak
- Outbreak of illness within the pre-school that requires in closure in line with the Health Protection Agency and Ofsted guidelines.

Procedure in the case of emergency closure before a session

In the case of Leaffield Pre-school being unable to open, the following steps will be followed:

- The manager will discuss the closure with the chairperson who will inform the rest of the committee.
- The manager will contact all staff who are due to work that session
- The manager and deputy will email parents and put a notice on our Facebook page.
- Parents who have opted for paper only communications will be contacted via text
- Sign on the front door – if possible
- Parents can also try to phone pre-school after 8.30am if no-one answers, then it can be assumed that the pre-school is closed.

Emergency closure during a session

In the event that pre-school has to close a daily session early, we will:

Contact all parents/carers using current contact numbers

Use emergency contacts if parents/carers cannot be contacted.

Fees

If the pre-school is forced to close because of an emergency, fees will not be refunded for closures up to a week.

To be reviewed

This policy was adopted at a meeting of

*(name of
provider)*

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or
owner)
