



Bowes Pre-School & Holiday Club

11.3 Emergency closure policy/procedure

Statement

There are certain situations which could result in Bowes Pre-School having to close. Once a decision to close has been made then Pre-School will remain closed for the remainder of the day.

It is the decision of the manager to close the setting. The setting would close immediately if advised by the government.

For example

- Staff ratios became unsafe.
- Limited or no access to the building.
- Insufficient heating in the building.
- Power failure
- Children's immediate family is affected by a pandemic.
- Bad weather

Our liability for safety starts from when all persons enter the Pre-School. This is applicable to all staff/ parents/ children/ workmen etc.

Aim

We aim to rectify the closure as soon as is possible and to keep all parents/ carers informed of the situation.

In order to achieve this aim we operate the following Emergency Closure policy:

Bad Weather

If the area experiences heavy snow fall, the manager will risk assess the potential hazards for both staff and parents, particularly with reference to entrances and exits. If, for health and safety reasons the manager decides the areas are hazardous she will make the decision to close the setting.

The manager and senior members of staff, using the registers for the day, will start to inform parents.

The Pre-School will endeavour to publicise the closure of the setting on Facebook.

Texts will be sent where applicable

Phone calls will be made.

If Bowes School make the decision to close, then Bowes Pre-School will follow their decision.

Parental Responsibility

If you wake up to heavy snowfall please follow these instructions:

Please log onto our Facebook page where we will endeavour to post current information on the

situation.

Alternatively please telephone the setting on 01833 628052.

Should severe weather occur during a session the staff will contact parents/ carers to come and collect their children. It is VITAL that contact numbers are kept up to date.

Continued Services

Parents will be kept informed of when a normal childcare service will be resumed as above.

Fees

- If the setting closes, there will be no charge to parents. For those parents claiming the EYE entitlement, alternative sessions will be offered if needed.
- The amount will be deducted from the next invoice
- If the setting is open during adverse conditions, fees are still payable, even if you decide not to send your child in.

Heating breakdown/power cut

The manager will make a decision about whether it is warm enough and safe to continue without adequate lighting or hot water. Should it be too cold, parents/ carers will be contacted to collect their children.

Staffing ratios will be maintained until all children have been collected.

The same fees procedure as described will be followed.

Flood

There is always a danger of flooding from adverse weather conditions or through the water system. We cannot anticipate adverse weather; however we can ensure that we take care of our water systems through regular maintenance and checks to reduce the chance of flooding in this way.

If flooding occurs during the Pre-school day, the Manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents and carers will be notified in the same way as the fire procedure.

Any other reason for emergency closure

Should there be any other reason for the setting to close the following procedure will be followed.

The manager and senior staff will contact parents/ carers and staffing ratios will be maintained until all children are collected.

Closure procedure before Pre-School opens:

If the manager needs to make the decision before the setting's opening time then the senior staff will endeavour to contact the parents/ carers of all children that are due to attend that day. If they are unable to make contact with all the parents/ carers they will arrange for a notice to be displayed outside the nursery or arrange for a representative to be at the premises at the time the setting is due to open to inform and explain the situation to them.

Fees will not be charged as outlined earlier in this policy.

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-school.

Signed: (Chairperson)

Print name: Date:

Signed: (Manager)

Print name: Date:

Review date: