

Windmill Pre-School Emergency Closure Policy and procedure

The emergency closure policy will be put into practice in the event of disruption to the normal running of Pre-School. This includes fire, burglary, damage to the building, accidents, a disruption to services, infectious diseases, adverse weather conditions and a disruption to staff ratios. This list is not exhaustive.

Emergencies may occur inside the Pre-School or outside it and during operational hours or outside of these hours.

Procedure for closing, remaining open and re-opening the setting

It is the decision of the Manager and the Management Committee to close the setting, unless otherwise advised to by the government of emergency services. In the absence of the Manager, the Deputy Manager would be involved in the decision making.

Action to take

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

The priorities are:

The safety of the children

The safety of the staff and other adults

Minimise damage to the building

Returning to normal as soon as possible.

In the event that we decide or are advised to close during or before a session parents/carers will be informed by:

- Telephone
- Email
- Notice on the front door
- Message on the parent/carers and public facebook page

If a closure takes place during a session, children will be looked after by staff until they are collected. This may take place in another building or outside if the emergency is within the Pre-School building. If a parent/carer cannot be contacted, we will follow our uncollected child procedure.

When informing parents/carers that we are remaining open or able to re-open the above methods of communication will be used. It is the role of the Manager/Deputy Manger to ensure that parents/carers receive information.

In the event of closure, it would be the role of the Manager/Deputy Manager to inform Ofsted and Buckinghamshire County Council as soon as possible. This would also apply when the setting re-opens.

Staff – In the event of an emergency, the Manager/Deputy Manager will notify staff as to the need to attend the workplace.

Charging

If the Pre-School is forced to close due to an emergency, fees will not be refunded for closures of up to a week (5 Pre-School days). After this period, the Management Committee and Manger will meet to review the situation and to assess how long the closure may continue. This does not imply that fees will be refunded for closures that are longer than a week.

If a parent/carer chooses to keep their child at home, even if the setting remains open. Fees will not be refunded.

Below is a list of possible reasons for closure, this list is not exhaustive;

Adverse Weather – Particularly during the winter months and if we experience snow we may need to close the setting. A number of staff do not live locally and if road conditions are very poor it could mean we have insufficient staff to ensure the correct adult/child ratio. We also tend to follow Brill School regarding closures and will normally make a decision in line with them. If we can we will advise Parents the day before but it may be we can't until the morning when we will let you know as soon as possible via social media and the school's website. If we experience flash flooding, there may also be a disruption to the operation of Pre-School.

In the event of extremely high temperatures, we will review the safety of the children and staff. If we assess that we are unable to ensure the safety of children and the staff, we may take the decision to close the setting.

Services – If we have no electricity or water supply we will be unable to open the setting. Again we would advise you as soon as possible.

Staff Absences – If we have insufficient staff to provide the correct ratio due to bad weather or because of staff illness we would advise you as soon as possible.

Fire/building damage – In the event of damage to the Pre-School building, we will need to close until the building is safe to re-open. In the event of extensive damage, we may need to relocate to a temporary building

Burglary – In the event of a break in or a burglary, we would need to assess the damage to the building and ensure that the setting is secure before allowing the children to return.

Infectious diseases – If there is an outbreak of an infectious disease, we may need to close the Pre-School at the request of environmental health or if we are unable to maintain the required staff to child ratios.

This policy was created on 16th November 2018

Heloise Ardley – Chair of Windmill Pre-School Management Committee

Claire Baker – Manager of Windmill Pre-School
