



Eldene Pre-School & Toddlers

1:B Emergency Procedure For Closure of Pre-School

Statement of Intent

Eldene Pre-school & Toddlers will endeavour to be open without disruption. Where disruption is unavoidable, all staff, Committee and Parents involved with the setting will be informed and the pre-school will re-open at the earliest possible opportunity. Please note that in the event of an Emergency Closure during the session, our safe house will be Eldene Primary School, where all the Pre-school children will be taken.

The following procedure should be followed if a situation occurs which requires the pre-school to be closed at short notice.

Situations may be:

- Adverse Weather conditions
- Due to a potentially dangerous Health and Safety situation, such as fire or suspected gas leak on the pre-school premises.
- Community Centre Management suggest closure due to no electricity, heating, water supplies etc.
- When the Community Centre, who are the leasers of the pre-school building, need the premises for exceptional circumstances such as Polling Station.
- When illness levels within the Staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- Pandemic flu or other outbreaks of infectious diseases requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.

Aim

To ensure that all parents/carers and staff are notified accordingly.

Procedure for Emergency Closure

- Parents will be notified by e-mail or telephone at the earliest possible time.
- Staff will endeavour to make contact with the families of the setting affected for that session in advance of the day where practical. Where possible, information about the closure will be communicated to Parents/Carers through letters and on the notice board in the foyer and a notice placed on the entrance door.
- Where it is not possible to make contact with parents/carers, a member of staff will remain in the building until such time as it can be determined that all affected families have been made aware of the situation, though this will not be possible if it leads to the personal risk to such a person.
- The Pre-school Chair will be responsible for informing the relevant authorities of the unexpected closure.

Emergency closure after a session has started

- In the event of an Emergency closure after the session has started, Parents/Carers will be informed by telephone that they required to collect their child as soon as possible.
- If the closure is due to sickness, the children and all staff who are affected will remain on the premises until all children can be collected.
- 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 children will be taken out of the building alongside the daily register for that day. Once the building is evacuated the children will be taken to a place of safety until such time as they can be collected by parents/carers. All staff will remain with the children during this time.

Fee Paying Children

Eldene Pre-School & Toddlers will not charge for sessions in which they have been notified of closure such as Polling day.

Staff

If the Pre-school has been closed, the staff will receive pay for the sessions they are unable to attend through no fault of their own, subject to receiving adequate funding during this period.

This policy was adopted at a meeting of Eldene Pre-School & Toddlers

Held on: 8th July 2019

Date reviewed: October 2023 To be reviewed on: October 2024

Signed on behalf of Eldene Pre-school & Toddlers

A. Hanrahan

Ann-Marie Hanrahan - Chairperson