

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, Leafield 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 Leafield 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 Leafield 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
- A sign will be placed on the front door if possible

• Parents can also try and 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 p	re-school i	s forced to	close becau	ise of an ei	mergency,	fees will no	ot be refunded	for c	losures
up to a	week.								

Please sign below to say that you have read and agree to the above policy and procedure:

Name	Role	Sign	Date	Sign	Date	Sign	Date