

Smarden Pre School



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 Preschool 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 available
- Appropriate child:staff ratios
- 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 following exceptional circumstances, Smarden 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 the Smarden School)
- Burst pipes and/or flooding
- Accidental damage or vandalism to the setting making it unfit for purpose
- Failure of heating during cold weather
- Failure in supply of services (water, sewerage or electricity)
- Staff sickness making it impossible to maintain correct ratios
- Security/safety warnings e.g. fire, gas leak
- Outbreak of illness within the preschool that requires 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 Smarden Pre-School being unable to open, the following steps will be followed:

1. The manager will discuss the closure with the chairman who will contact the committee
2. The manager will contact all staff who are due to work that session all staff will not be paid for the session
3. The manager will attempt to contact all parents via the contact numbers given by the parents for the children she will keep an updated copy of this list at home in case of

an emergency closure. It is the parents responsibility to ensure that any change in telephone numbers is communicated with the pre school.

4. Local radio announcements: Radio Kent, Invicta FM, Heart, KMFM
5. Smarden Pre-School Website www.smardenpreschool.co.uk
6. Sign on Front Door (if possible)
7. The preschool manager will notify the relevant authorities as necessary.

If any parents is unsure if the preschool is likely to be open they may contact the manager on **07717155824**

Fees will not be refunded but a credit note will be offered for the following term, if it is the last term that a child is attending then a refund will be given at the end of that term. If the child is funded by the voucher payment then we will endeavour to find an alternative session but this cannot be guaranteed.

Emergency closure during a session.

In the event that Smarden Pre-School has to close a daily session early, we will endeavour to:

1. Contact all parents/carers using current contact numbers. Please ensure that you advise us of any telephone number changes.
2. Use emergency numbers if parents/carers cannot be contacted.
3. In the event that we are unable to contact either the parent or emergency contact, we will follow our 'Uncollected Child Policy and Procedure'.

Fees will not be refunded or credited in this situation as the session has commenced and all fixed costs still must be met.

This policy was adopted by

Smarden Pre-School

on

24th Oct 2015

Date to be reviewed

Oct 2016

Signed on behalf Smarden Pre School

Name of signatory

Role of signatory (Chair)
