



# Danbury Pre-School



Registered Charity no: 1111808

Accredited PSLA membership no: 10584 DFES/Ofsted nos: 581607 / 542542

Tel: 0845 643 0076

Website: <http://www.danburypreschool.org.uk>

## EMERGENCY CLOSURE POLICY

Emergency closure is not an easy option when decisions have to be made regarding safety of pupils and availability of staff early in the morning. This will only occur in cases of a breakdown in the supply of an essential service, e.g. power, or other incident. In the event of an emergency closure, parents/carers will be informed as quickly as possible.

The principal concern when making a decision to close the setting is the safety of children and staff.

### Policy Statement

We will endeavour to open at the designated opening times (as decided by the Parent Committee) without disruption. Where disruption is unavoidable, everyone will be kept informed and we will re-open at the earliest possible opportunity.

In the unlikely event that we have to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved have a clear understanding of the procedures which will take place.

### **EYFS Key Themes & Commitments**

<b>General Welfare Requirement: Suitable premises, environment and equipment</b>
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Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.
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<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
<i>1.3 Keeping safe</i>		<i>3.3 The learning environment 3.4 The wider context</i>	

### Procedures

An emergency closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage.

- When the building is unusable due to required maintenance work (where possible we will try to negotiate scheduled work to be carried out during routine times of closure).
- When there is an outbreak of illness within the pre-school community requiring closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When an emergency occurs during the session which requires us to close early.

### **EMERGENCY CONTACT DETAILS**

**IT IS IMPERATIVE THAT EACH CHILD HAS AN 'EMERGENCY CONTACT' WITH A PHONE NUMBER.**

**PLEASE ENSURE YOUR EMERGENCY CONTACT DETAILS ARE ALWAYS KEPT UP-TO-DATE**

### **Closure or Early Closure of Premises**

A minimum of two of the following people will be responsible for making the decision to close the setting:

Chair Person, Administrator, & Supervisor.

Once a decision is made, we will as soon as possible:

- post a setting closed notice on the website ([www.danburypreschool.org.uk](http://www.danburypreschool.org.uk)),
- record a setting closed message on the Information Line (number: 0845 643 0076),
- inform Heart Radio (96.3 FM or 102.6FM) of our closure, and

In the event of our early closure during session time, we will contact parents/carers as soon as possible on the emergency contact numbers given.

### **Inclement Weather**

Very, occasionally, due to inclement weather, it may be necessary to close the setting. We will liaise with the St John's School senior management team when making a decision to close the

Before and After School Club. If we close, an announcement will be made on local radio: Heart (96.3 FM or 102.6FM). In Winter, please listen to your radio if you consider that closure is likely due to severe weather conditions. If in doubt, please ring the setting on the emergency contact number. We will endeavour to have someone at the setting from 8.00am to answer any telephone enquiries.

Only bring your child to us if you are satisfied that the journey is safe and that we are fully staffed to accept children. You must also be satisfied that the return journey will be equally safe.

If the weather deteriorates significantly during a session time to cause parents concern, parents should come and collect their children early.

A decision to close will be made as early as possible, though on some occasions the weather may deteriorate quickly after a decision to open has taken place.

Ofsted will be informed accordingly if the settings are closed at any time.

### **Emergency Telephone Numbers**

<b>Busy Bees:</b>	<b>07896 480088</b>
<b>Danbury Pre-School and Before &amp; After School Club:</b>	<b>07944 746668</b>
<b>Administration Line:</b>	<b>0845 643 0076</b>

**If you are not your child's primary carer, please ensure that your child's carer is provided with a copy of this policy.**

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	