



The Colourful Caterpillar Preschool

Emergency Closure Policy

Policy Statement

TCC Pre-school will endeavour to be open from 9am to 3pm, Monday to Friday during term times without disruption. Where disruption is unavoidable, all involved at TCC Pre-School will be kept informed and The Pre-school will re-open at the earliest opportunity.

Aim

In the unlikely event that the Pre-school would 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 at The Pre-school have a clear understanding of the procedures which will take place.

Methods

An emergency / short notice closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather – see Bad Weather Policy
- The breakdown of the heating system.
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.

- When an outbreak of illness within TCC Pre-school requires 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 Pre School session which requires The Pre-school to close early.

In the event of any of the above incidents occurring which requires The Pre-school not to open on a given session, the Manager, Deputy and Administrator will make contact with the families of the pre-school affected for that session in advance of the day where practical. If possible we will also put this on the Website, email and facebook page (Friends of TCC Pre-school).

Where this is not practical, the staff will remain at the building until such time as it can be determined that all the affected families have been made aware of the situation.

The Manager/Deputy will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the 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 are required to collect their child as soon as possible.

If the closure is due to sickness, all staff who are unaffected will remain on the premises until all children can be collected. If too few staff are well enough to stay on the premises, members of the Committee will be contacted and asked to help until all children have been 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 the children will be taken out of the building alongside the daily register.

Once the building is evacuated, the Manager, Deputy or Administrator will ensure the relevant authorities/emergency services are called.

The children will then be taken to a place of safety until such time as they can all be collected by parents and carers. The Manager, Deputy or Administrator will contact the parents/carers of the children present. All staff will remain with the children during this time.

Please see 'Uncollected Child Policy' if a child is not collected.

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| This policy was adopted at a meeting at | The Colourful Caterpillar Preschool |
| | On 23 rd April, 2018 |
| Date to be reviewed | April, 2019 |
| Signed on behalf of the preschool committee | |
| Name of signatory | N Bremner-Martin |
| Role of signatory | Chairperson |