

**Beaumont Community Preschool & Childcare Groups**

**Emergency Closure**

**Policy statement**

Beaumont Community Preschool & Childcare Group aims to provide for the welfare of all children, staff and volunteers while on the Preschool premises.

Our main priority is to ensure the safety of all children and adults and to ensure a safe; child friendly environment is available to all children, staff and volunteers.

To conform with Health & Safety legislation.

In the event of adverse weather, we will make every effort to keep the Preschool open and to continue as normal.

However, in certain circumstances this may not be possible and children will be sent home. Every effort will be made to notify parents/carers in advance.

The reason for such a decision may be:

* Unsafe site
* Not enough staff to maintain child/adult ratios or suitably qualified staff to reach the setting to care for the children safely.
* An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated incidents where the Health & Safety of children, families and staff is at risk.
* Any such incident which affects the whole Preschool such incidents include- inclement weather, fire, flood, terrorist alert, gas leaks and failure of fundamental services such as electricity, water and boiler breakdown, heating, or staff/child ratios due to staff absence/sickness.
* In the event of an outbreak of contagious illness/disease.

**Procedures**.

* It would be necessary to close the Preschool if:
* It becomes clear that there is a significant number of staff unable to arrive at the setting to ensure the Health & Safety of the children or if attending work, they need to bring in their own children which will then affect the child/staff ratios or not comply with Ofsted standards and registration.
* The adverse weather conditions in the locality of the Preschool are such that would cause potential danger to children, parents and staff attempting to get to Preschool.
* The Preschool site is not in a position to ensure the Health & Safety of all.
* The decision to close will be made by the manager, in consultation with the Chair of the Committee or another Committee representative.
* If the manager is unavailable, the decision would be made by the Deputy in consultation with the Committee Chair or another Committee representative.
* We will aim to gather information from the Met Office and local radio stations in advance as much as possible to make decisions as quickly as possible in the event of adverse weather conditions.
* In the event of closure, the Committee and/or Manager will:
* In the event of an emergency closure being necessary during the normal opening hours of the setting, the first action of a provider must be to ensure the safety of all those on the site by enacting the EYE providers’ evacuation procedures.
* For emergency closures both during and outside of normal opening hours, the setting will alert as many parents/carers as possible to prevent families arriving at the setting or to ensure that they are quickly and safely removed from the premises.
* If families do arrive at the setting, they must be safely accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible. Appropriate arrangements should be made for their return home.
* The setting will then report the emergency closure to
* Services for Young Children (SFYC) via their online reporting form.
* Notify parents as soon as is viable via Parentmail and or telephone call.
* Notification on our Facebook page
* 4` Via our website <https://www.beaumontpreschool.com>
* Notify relevant staff in Hampshire County Council of the closure (including your Childcare Development and Business Officer (CDBO)
* Arrange if possible for local based staff members to oversee the Preschool and to call or answer any calls from parents/carers or to change the answer machine message.
* Notify Ofsted if necessary
* Notify Public Health England if applicable.
* Notify Department of Education if applicable.
* It is not usually possible to foresee when an emergency could force the Preschool suddenly to close. To ensure your child’s safety could you please keep appropriate contact telephone numbers up to date and emergency contact details.
* The Preschool will make every effort to keep parents/carers informed in respect of the situation at Preschool during adverse weather conditions, as we appreciate the uncertainty and difficulties this can cause parents/carers. In circumstances where the parents/carers may choose to collect their children or to make arrangements with an emergency contact to collect (To safeguard your child correct passwords must be used or your child will not be released and persons not on your child’s collection list that we have not met will be required to bring identification)
* Each parent/carer has to make the decision about whether to send their child to Preschool or not. If in your judgement the weather is such that it would be dangerous to send your child to Preschool we would wish for you to keep your child at home and inform us of your decision as soon as possible.
* In the event of snow/ice existing pathways will be cleared and salted and maintained as best possible.
* During adverse weather conditions the car park will be closed with the gate, this is to ensure everyone’s safety.
* We will ensure the children are aware of the risks whilst playing outside and after risk assessing the area, if we feel the courtyard is too dangerous the children will remain inside.

***Staffing in the event of emergency closure or adverse weather***

* If staff feel that it will be impossible, or dangerous, for them to attempt their journey because of adverse weather conditions, then they should inform the manager or deputy by no later than 8 am.
* Staff who reached the Preschool should remain at the setting if the physical conditions of the Preschool are satisfactory, even if there are not many children in attendance. Staff who are not required for the running of the sessions will have the option to go home or use their time within the setting.
* Sufficient staff will remain at Preschool until all children have been safely collected.

***Fees and Funding***

* In the event of severe weather conditions or where the setting has had to close due to concerns for the welfare of the children please refer to the settings Admission, Fees and Funding Entitlement Policy for more information.

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Group** |  |
| Held on |  |  |
| Date to be reviewed |  |  |
| Signed on behalf of the committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |