



# Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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**Reflecting on Quality**  
*committed to improvement*

## Emergency Closure Procedure

April 2014

In the unlikely event that Pre-School has 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 Pre-School has a clear understanding of the procedures which will take place.

These procedures set out what will happen in the event that Pre-school should need to close due to:

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather
- 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 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 Pre-School to close early.
- Other unforeseen circumstances.
- The behest of county or national directive.
- The closure of Buckden Primary school.

## Procedures

In the event of any of the above incidents occurring which requires Pre-School not to open on a given session, Staff will make contact with the families of the preschool affected for that session in advance of the day where practical.

Where this is not practical, the Manager or a member of the Management Committee will be asked to 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 or a member of the Manager Committee will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Parents will be informed about how they can find out when Pre-School will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

## Emergency closure after a session has started

In the event of an emergency closure after the session has started, parents and 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, the children and 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 Management Committee will be contacted and asked to stay on until the other 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 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 or staff members will contact the parents and carers of the children present. All staff will remain with the children during this time.

- A notice will be put up at the main entrance to Pre-school.
- A notice will be put on the Pre-school website.
- The VHT office will be informed.
- The Manager or deputy will telephone Childcare Information Service (CIS) on 0345 04 54 014 to report the closure.
- The Childcare Information Service will publish details of the closure on the Cambridgeshire County Council website

Should any of the above occur fee's will still have to be paid for the session and regrettably will not be refunded as staff are employed for set hours.

If this causes great hardship, a written application for a refund can be made to the Management Committee via the Manager.

The Emergency Closure Procedure will be put into place on each day that the pre-school is closed regardless of if they are consecutive.

This policy was adopted by \_\_\_\_\_ name of setting  
(date)

On \_\_\_\_\_  
(date)

Date to be reviewed \_\_\_\_\_

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

**This policy will be reviewed annually**