

## 8.5a Emergency Closure Procedure.

### Procedures

We will endeavour to be open for our usual opening hours without disruption. Where disruption is unavoidable, all involved at Milford Pre-school Plus will be kept informed and we will reopen at the earliest opportunity.

There are certain circumstances which could result in Milford Preschool Plus having to be closed for a day or two.

We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In order to achieve this aim, we operate the following Emergency Closure policy:

### Methods

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

- When the building is unusable through accidental or malicious damage
- Flooding
- Fire
- Terrorist alert
- Bad weather – Heavy snow or ice.
- Gas leaks and failure of fundamental services such as electricity, water and heating.
- 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 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 session which requires us to close early.

In the event of any of the above incidents occurring which requires Milford Pre-school Plus not to open on a given session, the Manager or session Supervisor will make contact with the families of the sessions affected with as much notice as possible to prevent families arriving at the setting.

If families do arrive at the setting, they must be safely accommodated if they unable to return home immediately, assuming the nature of the emergency makes this possible. Appropriate arrangements will be made for their return home.

The manager/ Supervisor will report the emergency closure to Hampshire County Council and the local radio stations.

Where this is not practical, the manager or supervisors 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 will 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 Milford Pre-school Plus 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 or checking [www.hants.gov.uk/schoolclosures](http://www.hants.gov.uk/schoolclosures).

### 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 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.

Should any of the above occur fee's will still have to be paid and regrettably will not be refunded as staff are employed to be there on these days. However if you pay fees we can allocate an alternative session in the near future.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
- Health and Safety at Work regulations (1999)

This policy was adopted at a meeting of

Milford Pre-School Plus

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Held on

28<sup>th</sup> April 2015

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Date to be reviewed

By 28th April 2017

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Signed on behalf of the provider

Name of signatory

Nicola Goode

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Role of signatory (e.g. chair, director or owner)

Director

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