



Emergency Closure Policy

Policy statement

An emergency is an event which threatens to disrupt the normal running of the pre-school. This includes fire damage, flooding, snow, ice, no heating or water to the building, high levels of sickness among staff or children. This list is not exhaustive. The priorities of the pre-school are the safety of the children, the safety of the staff and other adults and to minimise damage to the building.

Procedures

- It is the responsibility of the manager and/or the committee chairs to decide whether or not the pre-school is unable to open or should be evacuated. (See Emergency evacuation policy)
- The pre-school is informed of and follows the Met Office Cold Weather Alert System and updates from the Department of Education and West Sussex County Council websites
- In the event of a closure and if there is a mobile network and electricity, parents will be informed by the manager and/or the committee chairs by telephone, text, email. If possible an announcement will be made on local radio: Heart FM (97.2-102.2 FM)
- A copy of parent contact details are kept securely off site by the manager and the Committee chairs should access to the pre-school building is not possible.
- All emergency closures are recorded in the pre-school health and safety folder.
- Should the pre-school close due to sickness or a pandemic in the community all parents will be contacted. Ofsted will be informed and the Pre-school will follow the advice given by the Health Protection Agency. (HPA)
- Charging of fees. If the Pre-school is forced to close for emergency, fees will not be refunded for closures of up to 5 pre-school days. After this period, the committee will meet to review the situation and to assess how long the closure may continue. This does not imply that fees will be refunded for closures that are longer than a week.



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