

1.8 EMERGENCY CLOSURE - POLICY AND PROCEDURE

While every effort is taken to ensure that the pre-school opens for all dates stipulated, there may be an occasion when we have to close due to an emergency.

Emergency closure of the pre-school may arise due to unforeseen circumstance, some examples of these would be:-

- The building is unsafe, ie an electrical fault, fire damage.
- The building is unusable, ie broken toilets, heating is inadequate, maintenance work being carried out.
- Excessively bad weather.
- Staff illness, where there are insufficient healthy staff to cover.

In the event of emergency closure before a session starts

- If possible all parents will be notified by telephone by a member of staff as soon as the emergency becomes apparent.
- A contact number will be given to parents for additional information.
- A member of staff will be on the premises, where safe, to inform parents who were not contacted by telephone and to answer any questions they may have.
- A clear visible notice will be placed at the pre-school with details and a contact number for updated information.

In the event of emergency closure during a session

- If necessary the building will be evacuated using the fire drill procedure.
- Parents will be contacted by telephone, informed of the situation and that children are to be collected from the pre-school or a pre-arranged pick up point.
- If parents cannot be contacted, emergency contact numbers will be used.
- If this fails, the child remains in the care of the staff at the pre-school, if safe or at the pre-arranged pick up point.

AT NO TIME WILL A CHILD BE LEFT UNSUPERVISED

- Where safe, a member of staff will remain in/at the premises to inform parents and give contact number for additional information.
- A clearly visible notice will be placed at the pre-school with a contact number for additional information.
- We only offer refunds of fees where the hall is closed for two or more consecutive days.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2016