



## EMERGENCY CLOSURE PROCEDURE

<b>Member of staff responsible</b>	<b>Caroline McKellar</b>
<b>Committee member responsible</b>	<b>Steph Gattenby (Chair)</b>
<b>Date agreed with staff</b>	
<b>Date agreed at Committee</b>	
<b>Signed on behalf of Committee</b>	
<b>Print name &amp; date</b>	
<b>Frequency of policy review</b>	<b>Biennial</b>
<b>Date next review due</b>	<b>June 2011</b>

### Document Version Control

<b>Issue Number</b>	<b>Issue Date</b>	<b>Summary of changes</b>
1.0	June 2009	New procedure
1.1	July 2009	Small amendments
1.2	July 2009	Small amendment
1.3	July 2009	Tightened up telephoning protocols & contact details
1.4	January 2010	Amend contact details

### Statement of Intent

An emergency is an event which threatens to disrupt the normal running of the Pre-school. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive.

Emergencies may happen inside the pre-school or outside it, during session times or outside hours. The key to coping with an emergency is good planning and preparedness. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, this procedure gives a common approach which should make coping with an emergency easier.

### EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

### Preparation

All staff and committee chairs should have a copy of the emergency procedure, be familiar with its contents and keep a copy at home. In an emergency, there may not be access to the pre-school room, so key details (child name/contact numbers/sessions attended) should also be kept securely with the procedure, off-site, by the Supervisor and the Committee Chair. The Supervisor is responsible for making sure that these details are kept up to date and that the Chair has a copy.

As the Pre-school room is rented from Lydiard Millicent Primary School, we will always be affected by any school closure. We will follow the advice of the school in responding to an emergency or initiating pre-school closure based on an emergency. If the Pre School initiates closure, the supervisor will inform the Headteacher

We prepare for emergencies by having an up to date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up to date.

### Action to take

In case of an emergency, the Headteacher will take overall charge and the Pre-school supervisor will work closely with them. The school contingency plan is as follows:

The priorities are

1. the safety of children
2. the safety of staff and other adults.

3. minimise damage to buildings
4. getting back to normal as soon as possible

The Headteacher will decide whether or not the school buildings (including the Pre-school) should be evacuated. The Headteacher or Admin Officer is responsible for calling the emergency services. As part of the Pre-School emergency evacuation procedures, Pre-School staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the pre-school, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children.

If the decision to close the school is taken early in the morning, the Headteacher will call the pre school supervisor, Caroline McKellar, by 7.30 am. Caroline McKellar will ring Jenny Watson and the Committee Chair. Jenny Watson will ring Cindy Humphries and Lisa French. Cindy Humphries will ring Sue Gleeson and Lisa French will ring Anne Hobson. The Committee Chair will ring any other committee member as deemed necessary.

The closure of both the school and pre-school will be announced on local radio stations: BBC Radio Wiltshire (103.5, 104.3, 104.9 FM) Brunel FM (107.7 FM) and Heart FM (97.2 and 102.2 FM). The information will also be added to our website.

All staff should ensure that they have access to a mobile phone, as the usual telephone service may be disrupted. If the mobile network is down, we will use the website (if there is electricity) and local radio to communicate with parents.

The school are responsible for locating and turning off water, gas and electricity as necessary.

If parents have to be called to collect their children, children will be looked after safely by staff until they can be contacted. Depending on the emergency, this may be in the pre-school room, it may be in the school hall or other school room or it may be outside. If parents cannot be contacted, the Uncollected Child Policy will be followed.

Telephoning parents to ask them to collect their children will be the joint responsibility of the supervisor and the chair. The supervisor is responsible for agreeing the division of phone calls with the chair, based on known availability. For example, if there is an emergency closure on a Wednesday morning and there are 18 children present, the supervisor and chair will both know which 9 parents they should be ringing. If the chair is not normally available on a Wednesday morning, the detailed list will show who this task has been delegated to eg the Vice Chair. The list must be updated each time a child changes sessions and when there are Committee changes.

### **Infectious diseases**

We ask parents to inform a member of staff if their child has any infectious illness, so that we can display a sign to inform parents, staff and visitors that we have had a case of that infection or illness in pre-school. This allows other parents to be on the lookout for the symptoms in their child. Healthy children, with no symptoms, even if they have travelled to a region where there is an outbreak of a disease, should not be kept away from the pre-school.

Children who are unwell with an infectious disease should NOT be at pre-school and they should NOT return until the risk of passing on the infection has passed. If a child displays the symptoms of an infectious diseases, the parents should be contacted to take the child home and to seek medical advice. They should not return to the setting until they are symptom free.

Where there is a risk of an epidemic or pandemic in the community, we will at all times follow the official government health guidelines, including closing the pre-school if necessary to prevent the spread of infection. If the decision is taken to close the pre school, it will be taken by the Chairs in conjunction with the appropriate health authorities and the headteacher of Lydiard Millicent Primary School. It will take effect from the end of the current working day and there is no need to send children home early unless they are displaying symptoms.

When we are informed that a disease is notifiable, we will advise the Early Years & Childcare Office of any confirmed cases in our setting by telephoning 01225 785660. This must then be confirmed in writing to EYCC Office, Unit 9, Ascot Court, White Horse Business Park, Trowbridge, Wiltshire BA14 0XA or by e-mail to [earlyyears@wiltshire.gov.uk](mailto:earlyyears@wiltshire.gov.uk)

If the Pre-school is forced to close because of an emergency during the week in which a head count (to determine Free Entitlement) is carried out, we will contact the Early Years & Childcare Team to discuss alternative head count arrangements.

### **Charging**

If the Pre-school is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 pre-school days) After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.