

**Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

## **8.3A Emergency Closure Procedure**

### **Policy statement**

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. 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.

### **Procedures**

- *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 main room, so key details (child name/contact numbers/sessions attended) should also be kept securely with the procedure, off-site, by the Manager and the Committee Chair. The Administrator is responsible for making sure that these details are kept up to date and that the Chair has a copy.*
- *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 Manager will take overall charge. The pre-school contingency plan is as follows: The priorities are*

the safety of children

the safety of staff and other adults.

minimise damage to buildings

getting back to normal as soon as possible

**Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

The Manager will decide whether or not the pre-school should be evacuated. The Leader 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 pre-school is taken early in the morning, the Leader will call the Committee Chair and all staff. The Committee Chair will ring any other committee member as deemed necessary.

The closure of pre-school will be announced on local radio station: SPIRE FM 102FM and displayed on their website. The information will also be added to our website and Facebook page.

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.

We 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 main room, primary school 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 or Admin Officer and will be divided equally on an alphabetical basis. 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.**

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

**Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.