



## **Emergency/ Temporary Closure Policy**

### **Statement of Intent**

Little Legs Montessori will endeavour to be open for its usual session times without disruption. Where disruption is unavoidable, all involved in the preschool will be kept informed and the preschool will reopen at the earliest possible opportunity.

### **Aim**

In the event that the preschool has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved in the preschool have a clear understanding of the procedures which will take place.

### **Method**

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

- When the building is unusable through accidental or malicious damage
- When the building is unusable due to required maintenance work.
- When an outbreak of illness within the preschool community requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When an emergency occurs during the preschool session which requires the preschool to close early.
- When adverse weather conditions make attendance impossible or dangerous.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- On a polling day, as the premises is used as a polling station. however, this will be known about well in advance and parents informed and given alternative sessions.
- When a closure results in insufficient staff being able to work and make it impossible to maintain the correct ratios of suitable adults to children. Where possible the staff will endeavour to arrange for alternative or temporary staff to attend to avoid the closure.

In the event of any of the above incidents occurring which requires the preschool to not open on a given day, the Manager and Owner will make contact with the families of the preschool affected for that session in advance of the day where practical and also inform other staff due to work that day.

The Owner, Grace Vincent will be responsible for informing the relevant authorities of the unexpected closure.

- Initially this will be East Cambs County Council
- Other parties who may need to be informed are Ofsted, Health Protection Agency, Local health authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure.
- Parents will be informed about how they can find out when the preschool 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.
- Where possible parents will be offered another session as an alternative.

### **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 our sister nursery (Burwell) 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 Evacuation procedures. Contact information for all the children will be taken out of the building alongside the daily register. Once the building is evacuated, the manager/deputy will ensure the relevant authorities/emergency services are called. The children will then be taken to a place of safety, e.g. the church until such time as they can all be collected by parents and carers. The manager/deputy will contact the parents and carers of the children present. All staff will remain with the children during this time.

In the event the pre-school has to be closed due to adverse weather conditions the following will apply

- The Manager will take the decision to close the Pre-School.
- The Owner will make the final decision.
- The Manager and Owner will notify all staff due to work that day, of the school closure.
- Parents will be advised of closure by way of notification on the website and Facebook page and via email. Parents may also be notified by broadcast on BBC Cambridge radio.
- School fees will not be refunded.

### **The following procedures and documentation in relation to this policy are:**

*Preschool Policies - Health & Safety*

#### **Guidance**

Statutory Framework for the Early Years Foundation Stage 2012, 2014 - Health 3.42

#### **Health Protection Agency (HPA)**

- Infection Prevention and Communicable Disease Control for Early Years June 2011

#### **Health & Safety Executive (HSE)**

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_