



EMERGENCY CLOSURE POLICY

Policy statement

It is the policy of Barnett Wood Pre-School to open as usual, unless circumstances beyond its control make it unsafe for children and/or staff. Reasons for emergency closure include (but are not limited to) the following:

- fire damage
- flooding
- snow/ice
- heatwave
- high level of sickness amongst staff/children
- pandemic
- no heating, power or water in the building

Procedures

Emergency closure

Should circumstances arise which mean that the Pre-School cannot open for a session (or sessions), the following procedure would be followed:

- Pre-School Manager will make a decision if the Pre-School will be closed based on the safety of children and staff travelling to/from the setting and whilst at the setting.
- In the case of bad weather, information sourced from local school websites and weather reports will be used to inform the decision.
- The Pre-School will only open if staffing ratios can be maintained.
- If a decision is made not to open the Pre-School then the Manager and Deputy Manager(s) will inform staff by telephone or text/WhatsApp message.
- Parents/Carers will be informed of the decision not to open via e-mail and a notice will be posted on the Pre-School's website and Facebook page. It is therefore essential that up to date contact details are kept for staff and parents. To ensure this parents/carers are requested to complete a contact form when their child starts at Pre-School.
- The e-mail system can be accessed off-site and therefore parents/carers can be contacted by e-mail even if there is no access to the building.
- Some members of staff will undertake different responsibilities during an emergency closure. Those members of staff will be made aware of their responsibilities by the Manager.
- Emergency Closures are not specified in staff employment contracts. It is at the discretion of the Directors whether or not staff will be paid in the event of an emergency closure. However, as a general rule, staff will be paid for any static hours they are contracted for. Any additional / bank staff hours will be paid if less than 24 hours' notice of cancellation can be given. Where possible, staff will be expected to come in and undertake work during emergency closures.
- It will be the responsibility of the manager to contact the relevant services (e.g. fire, gas, water etc) should this be necessary.
- It will be the responsibility of the manager to inform other relevant bodies of the emergency closure, should this be necessary.
- The emergency closure will be recorded in the register.
- The building has numerous emergency exits and has a group assembly point in the playground of the main school. Staff and children practice emergency exits on a half-termly basis (see Emergency Evacuation Policy).
- In the event of an emergency evacuation/closure, staff would remain with the children to ensure that ratios are maintained, and parents/carers would be contacted as soon as possible. Parents/carers of children who are deemed to be more vulnerable would be contacted as a priority.

Reopening after an emergency closure

- The Pre-School website and Facebook page will be regularly updated regarding how long the Pre-School will be closed for.
- Staff would be informed by telephone by the Manager or Deputy Manager(s) once a decision has been made to reopen the setting.

- An email and a message on the setting's website and Facebook page will be used to inform parents/carers that the setting will be reopening, along with any precautions that they may need to take.
- As these closures are beyond our control, under no circumstances are parents/carers entitled to a refund of fees if the Pre-School is unable to open.
- A log of events will be kept in the office.

Pandemics

In the event of a pandemic, the Pre-School will endeavor to remain open whilst it is safe to do so. However, it should be noted that children are highly efficient spreaders of respiratory infection. Depending upon the nature of the pandemic, the Government may advise schools & settings to close.

The Pre-School will also liaise with Barnett Wood Infant School and take into consideration any decision they may make to close. Reasons for closure may include:-

- Too many staff off ill
- A large number of children off sick
- Government advice
- Barnett Wood School closure

Should a pandemic be imminent the Pre-School will review the cleaning schedule to ensure that high risk areas are cleaned more regularly. Extra care will be given to cleaning areas such as door handles, light switches, phones and toilet areas. We will endeavor to keep well stocked with items such as antibacterial soaps, disinfectants, toilet rolls and paper towels.

The Manager and Deputy will review the use of high-risk activities such as sand and playdough which can spread bugs easily. It may be that we limit their use or remove them until the pandemic has passed.

Posters will be displayed where available, to remind everyone of how best to manage the risks.

The Pre-School will be extra vigilant if they believe the pandemic is present in the local vicinity. In the event of a child/children becoming ill at Pre-School and showing symptoms in line with the nature of the pandemic, advice will be sort from Public Health England as to whether the child/children need isolating. If required the following steps will be followed:-

- The sick child/children will be separated from the other children. Because of the layout of the setting, this may involve moving all of the remaining children into one room.
- One member of staff will stay with the sick child/children, until their parents/carers arrive to collect them. Protective gloves/apron will be worn by the member of staff if necessary.
- Parents/Carers of all the children in attendance should be contacted by phone/email message, to advise them of the suspected illness and to give them the opportunity to collect their child if they wish.
- If a child is suffering from a notifiable disease, it will be the responsibility of the Manager to inform Public Health England.

Whilst the setting remains open staff will ensure:-

- They wash their hands frequently using antibacterial hand wash. Alcohol hand gel will also be made available for parents/carers/staff where appropriate.
- Children wash their hands at regular intervals and specifically after using the toilet & before eating.
- All tissues are disposed of in a lined bin with a lid. Should there be a suspected case in the Pre-School we will follow advice from the government about waste disposal.
- That if they experience virus like symptoms, whilst at the setting, they advise the manager and get advice.
- Regular wiping of surfaces with appropriate detergents.
- Parents are reminded to keep unwell children at home and to notify the Pre-School of any illness or diagnosis.
- We keep track of attendance rates, with specific information as to why the child/staff member was not attending the setting.

If the setting were to close:-

We would follow the specific advice given to us by Public Health England. It may be that they advise that the setting close to have a thorough deep clean. The Pre-School will do its best to ensure that it could reopen as quickly as is practically possible without compromising the health of the children or the staff.

A designated member of staff and a Pre-School Director will monitor Public Health England's advice and Local Authority websites for up to date information and advice on the pandemic. Any updates will be forwarded to all parents at their given email address.

The Pre-School website will also be kept up to date with information regarding closures, advice and updates.

Lockdown procedure

In the event where there is a credible threat to the safety of children or staff at the Pre-School we will immediately put into action our lockdown procedure.

- The children will be locked inside the building with all windows and doors locked and blinds closed. If deemed appropriate the children will be moved to the office.
- Children should be kept clear of the windows and doors where possible.
- The police or other appropriate service would be contacted, and their advice followed.
- Notification would be given to Barnett Wood School if they are not already aware of the situation.
- Parents/carers would be kept informed of any significant event as much as is practically possible, including changes to the collection procedure.

Policy reviewed August 2020

Signed on behalf of the Pre-School

Director _____ **Date** _____