

Emergency Closure Procedure

Heath Barn Preschool will always endeavour to be open during its normal operating hours without disruption. Where this is not possible, all involved will be kept informed and the setting will reopen at the earliest opportunity.

An emergency 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. Where possible we will negotiate work to be carried out during non-operational hours.
- When an outbreak of illness within the setting requires closure in line with the Health Protection Agency and Ofsted guidelines.
- When illness levels within the staff mean it is impossible to maintain the correct ratios of suitable adults to children
- When adverse weather makes it unsafe for the building to be accessed

In the event of any of the above incidents occurring, the preschool manager will make contact with the families affected in advance of their attendance where practicable. Where this is not possible, a member of staff will be asked to remain at the setting until such time as it can be determined that all the affected families have been made aware of the situation.

The manager will ensure that the relevant authorities are informed and advise all parents of the closure and details as to when the setting is expected to reopen, in addition parents will be advised as to how they will be kept informed of progress. If necessary, a special meeting of parents will be called.

During A Session

In the event of an emergency closure being required once a session has started, parents and carers of those children present 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 staff can remain on site until all children have been collected
- If the closure is due to the evacuation of the building then the Fire Procedure will be followed. All children and staff must leave the building and the emergency services called; contact will be made with parents and they will be asked to collect their child as soon as possible – if necessary, the children will be taken into St Leonards school to await collection.

Threat of Danger

In the event that there is a threat of harm eg. an intruder, then all children will be brought inside and all external doors locked. Staff will telephone the police and must reassure the children and maintain a calm environment to prevent distress to the children. A telephone call should also be made to St Leonards school informing them of the action taken. Guidance will be taken from the police regarding when parents should be contacted to collect their children.