

Stanton Drew & Pensford Preschool & Forest Club

Emergency Closure Policy

Aim

In the event that the building can not be used, for whatever reason, the preschool puts into place agreed procedures. These ensure the children are cared for safely by a member of staff, and all parents/carers are informed as soon as possible.

In the event of an emergency closure of the building we will ensure that the children receive a high standard of care in order to cause as little distress as possible. All parents/carers will be contacted.

Methods

Closure during non-sessional time

- As soon as the preschool leader receives information regarding an emergency closure of the building, she will inform a member of the committee and then make every effort to contact staff and parents/carers to inform them of the situation.
- A copy of all contact details will be accessible by the leader at all times.
- The leader will be responsible for putting up notices at the setting informing of the closure and providing a contact number for further information.
- Staff and parents/carers will be informed regularly on the situation and notified as soon as possible as to when normal sessions can resume.
- Staff will be paid as normal for the first 48 hours of any emergency closure.
- The leader will liaise with staff to set activities or tasks that can be completed at home. This might include updating learning diaries, planning, reading, research, etc.

Where a longer term hall closure is necessary, the situation will be reviewed after 48 hours. An emergency committee meeting will be held to discuss longer term plans.

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Closure during session time

- Children will be kept in a safe area within the building or if necessary, evacuated from the building to a safe area
- All attempts will be made to contact parents/carers as soon as possible, to arrange immediate collection of their children
- When a parent/carer can not be contacted the 'non-collection of a child policy' will take effect
- If in extreme circumstances the children need to be evacuated from the area, they will be taken to the nearest designated building safely and parent/carers informed.
- All staff are to remain with the children until they have all been collected.
- A register of all children and adults will be kept.
- A full report will be made, recorded and all relevant authorities informed as required.

Held on (date)	Monitoring and reviewing
Date to be reviewed (date)	April 2024
Signed on behalf of the committee	
Name and role of signatory	
Signed on behalf of preschool	Melissa Diaz
Name and role of signatory	Melissa Diaz -Preschool Leader