



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
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Charity Number: 1172751

Ofsted: EY556019

8.11 Emergency closure policy

Policy statement

An emergency is an event which threatens to disrupt the normal running of the Pre-School. This includes staff illnesses, fire, burglary, damage to the building, accidents, infectious diseases and adverse weather. This list is not exhaustive.

On very rare occasions, it may be necessary for the Pre-School to close unexpectedly for an undisclosed period of time.

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. Our procedures outline 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, the following procedures give a common approach which should make coping with an emergency easier.

Procedures

In the event of snow, parents/carers will be contacted using at least one of the following: Teachers2Parents text messaging service, our website (www.bizzybeespreschool.org), Facebook page 'Bizzy Bees Preschool CLOSED group' and email.

Should the Pre-School need to close unexpectedly for other reasons and for a longer time frame, the following procedures will apply for communicating to parents and staff:

- Manager to call all staff due in that day/session and explain the situation to them.
- Manager or committee member (as practicable) to write a notice for the front door and place it in an easily seen position.
- The Manager to contact all parents/carers using at least one of the following: Teachers2Parents text messaging service, our website (www.bizzybeespreschool.org), Facebook page and email.

In the event of the closure lasting more than one day, parents are requested to contact us via email (bizzybeespre_school@btconnect.com) with any concerns, as we are unlikely to have access to our landline. We will confirm to all parents/carers when the Pre-School will reopen using at least one of the following: Teachers2Parents text messaging service, our website (www.bizzybeespreschool.org), Facebook page and email.

If we need to close during a session, we will contact the parents/carers via Teachers2Parents of children present and at least two members of staff will remain on the premises, if it is safe to do

so, with the children until they have all been collected. Should it not be safe, all children and staff will re-locate to **emergency premises** (Wootton Lower School, Bedford Road, Wootton, MK43 9JT), where shelter will be provided for the group. If we need to make the decision to close before a session has begun, the Manager will endeavour to contact the parents/carers of all children due to attend that day. If the Manager was unable to make contact with all those parents/carers they will arrange for a notice to be displayed outside the premises or arrange for a representative to be at the premises at the time a session is due to begin, to inform those remaining parents/carers.

As with all the policies for Bizzy Bees Pre-School CIO, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

All staff and Committee Chairs should have a copy of the Emergency closure policy, be familiar with its contents and keep a copy at home. In an emergency or closure situation, there may not be access to the Pre-School room, so key details (child name/contact numbers/sessions attended) should also be kept securely with the procedure, off-site, by the Office Manager and the Committee Chair. The Office Manager is responsible for making sure that these details are kept up to date and that the Chair has a copy.

In case of an emergency closure, the Manager will take overall charge. 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

Charging

If the Pre-School is forced to close because of an emergency, any fees already paid will be retained from the day of closure and deducted off future invoices. Where this is not possible, refunds may be given at the discretion of the Management Committee.

If closure is prolonged it is highly likely that replacement funded sessions will not be offered, this can be due to staff ratios and other extenuating circumstances.

All of the above is subject to Government guidance / Public Health England / Ofsted / Environmental Health or any other governing body which may supersede this policy.

AMENDMENT RE: COVID-19

- 1 In the event of a suspected case of COVID-19, we will refer to our 'Operational Plan for dealing with COVID-19' document. This document was originally created 27th May 2020 and is a live document, reviewed and amended on a regular basis.