



Bevan Lodge Community Pre-School CIO

Emergency Plan/Emergency Closure Policy

Statement of Intent

The safety and welfare of our children, staff and volunteers is paramount. On rare occasions an emergency may disrupt the normal running of the pre-school and make it necessary to close the pre-school during a session or to cancel a session in advance for the safety of all.

Aim

The aim of this plan/policy is to establish procedures to:

- Plan and prepare for a response to emergencies
- Take decisions about unscheduled closure
- Inform parents/carers and staff of any such closure
- Inform necessary agencies of closure and critical incidents

Method

An emergency is an event that threatens to disrupt the normal running of the pre-school. This could include:

Direct incidents: a serious accident on the pre-school premises or on a pre-school outing; death of a child attending pre-school or of a member of the pre-school staff; abduction of a child from the premises; fire or flood on the premises; lack of running water or adequate heating on the premises; burglary or vandalism of the premises; infectious diseases amongst the children or staff; adverse weather conditions.

Indirect major incidents: major incidents in the local area (e.g. a plane crash) which have a profound impact upon all who use the pre-school; or which compromise the safety and security of, or safe access to, the premises.

Decision to close in an emergency

The decision to close in an emergency is taken by the pre-school manager or in their absence, by the deputy supervisor who is running the session. Wherever possible, the manager/deputy supervisor consults with the chair of the management committee before making the decision. Where this is not practical, the chair of the management committee is informed as soon as possible.

Considerations may include:

- Can we ensure the well-being of the children? (Factors include: temperature, ventilation, hygiene, running water, emotional support.)
- Can we ensure the safety of the children?
- Can staffing ratios be maintained?
- Are the premises structurally sound and adequately secure?

- Are staff and/or parents/carers being asked to undertake a hazardous journey to get to pre-school?
- Do other professionals/contractors need access to the premises (e.g. police, essential services)?
- What advice has been sought and received from other agencies about the correct course of action?

In the event of an emergency closure being necessary during our normal opening hours:

- Our usual emergency evacuation procedures, as outlined in the Fire Evacuation procedures, are followed, if it is necessary to leave the premises immediately.
- Parents/carers are contacted using the records of children's personal details and emergency contacts which are kept in pre-school. If a parent/carer cannot be contacted, we attempt to contact the child's other emergency contacts. If no contact can be made our Non-collection of Children Policy is followed.
- The closure is reported to Hampshire County Council (HCC) using the on-line form [Early Years and Childcare Emergency Closure Reporting Form](#)

If a decision to close a session is made before the children arrive at the premises we attempt to inform parents/carers and staff members as quickly as possible. The following may be used, depending on the situation:

- A posting is made on FaceBook to the Bevan Lodge Noticeboard (a closed group for current parents/carers) and/or an e-mail is sent to the mailing list of parents/carers kept by the manager; these methods may be appropriate where parents know there is a possibility of a closure e.g. adverse weather, major local incidents. Staff may also be contacted in these ways.
- If we use the above methods, we try to contact by telephone any parents/carers or staff who are not included on these mailing lists.

The pre-school manager reports the closure as soon as possible to HCC using the on-line form: [Early Years and Childcare Emergency Closure Reporting Form](#)

The form must be completed for each day of a closure.

- Up to date information on the situation is posted on the pre-school website www.bevanlodge.co.uk.

Staff are contacted as soon as practical using either their home or mobile phone numbers and, where possible, cascade information to colleagues in order to help the manager communicate to staff quickly.

Responding to the emergency

Depending on the nature of the emergency, the following procedures may be necessary:

- The manager are responsible for contacting the necessary authorities to establish time scales for the resumption of essential services.
- The manager, in conjunction with the chair of the management committee, are responsible for contacting the landlord and/or the insurance company, if necessary.
- Information about infectious diseases is made available to parents/carers via parentmail and the pre-school website.
- Guidance from Hampshire Services for Young Children (SfYC), or Public Health England is followed and is shared with parents/carers, e.g. on policy and procedure appropriate for dealing with epidemics or pandemics in the wider community.
- If the closure is likely to be ongoing, or for support with any closure, we contact our local Childcare Development Co-ordinator at Hampshire SfYC via email at: childcare@hants.gov.uk.

- In the case of ongoing or long-term closure (more than 2 days) the management committee is responsible for agreeing the closure, following advice as appropriate from Hampshire SfYC, the local authority, the health authority, the police, etc. They are also responsible for informing parents/carers of the closure and of plans for reopening.
- Fees are not to be refunded for closures of fewer than 3 days. For longer closures the management committee agree whether refunds of fees will be paid.

Informing others

Unscheduled closures are reported to:

- Hampshire SfYC (email: childcare@hants.gov.uk)
- OFSTED (email: enquiries@ofsted.gov.uk).

In line with our Health and Safety Policy:

- Multiple cases of a notifiable disease are reported to OFSTED and the Wessex Health Protection Team (02380253874) e mail: office@wessexlmcs.org.uk
- The death or serious injury of a child or adult during pre-school activities is reported to OFSTED;
- Death or serious injury, and dangerous occurrences that have not caused an accident but could have done are reported to the local office of the Health and Safety Executive under the Reporting of Injury, Disease and Dangerous Occurrences Regulations (RIDDOR).

This policy has been reviewed and adopted by Bevan Lodge Pre-school CIO Management Committee.

Signed on behalf of the Management Committee:

Natasha Morrow: Name

Chair person: Position

14/10/2022: Date