

## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.



## Severe Weather and Emergency Closure

### Policy statement

In the event that the pre-school session is unable to run or the building cannot be used, for whatever reason, this policy lists our agreed procedures. If the closure is during session time, this policy ensures that the children are cared for safely by a member of staff, and that all parent/carers are informed as soon as possible. If the closure is outside session time, this policy ensures that all parents/carers are kept informed and receive up to date information.

### Aim

Our aim is to ensure that the children receive a high standard of care in order to cause as little distress as possible, that where possible we ensure continuity of care, and also that we keep parents and carers well informed.

### Procedures

#### Closure outside of session time

- As soon as the **Manager – Megan Broughton** received information regarding an emergency closure she will liaise with a member of the committee to discuss the situation.
- In the event of closure, we aim to update our website by 8.00am or as soon as is practically possible. Parents are encouraged to check our website before travelling if severe weather conditions are forecast ([www.southmoorpre-school.co.uk](http://www.southmoorpre-school.co.uk)). We will also email out a message.
- Staff and parents / carers will be informed regularly about the situation via email 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 manager will liaise with staff to set activities or tasks that can be completed at home. This might include updating profiles, planning, reading, research, etc.

- Where a longer-term closure is necessary, the situation will be reviewed after 48 hours. An emergency committee meeting will be held to discuss longer term plans.
- Where nursery grant funding continues to be paid, the setting will continue to pay staff past the first 48 hours, so long as this does not leave the setting at a financial disadvantage (i.e. as it would if there are lots of fee-paying children attending at that time).
- Where appropriate, the Treasurer will contact the setting's insurers to find out whether the financial losses incurred are covered by the insurance policy.
- In the event of an emergency closure, sessions are not refundable.

**Closure during session time**

- Children will be kept in a safe area within the building or, if necessary, evacuated from the building, following the setting's 'Evacuation Procedure'.
- All attempts will be made to contact parents / carers as soon as possible, to arrange for immediate collection of their children.
- When a parent / carer cannot 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 parents / 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 and recorded, and all relevant authorities informed as required.

This policy was adopted at a meeting of	Southmoor Pre-School	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	