



Danbury Pre-Schools



Registered Charity no: 1111808

Accredited PSLA membership no: 10584 DFES/Ofsted nos: 520349/581607

Tel:0845 643 0076

Website: <http://www.danburypreschools.org.uk>

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

HEALTH & SAFETY

3.9 EMERGENCY CLOSURE POLICY

Emergency closure is not an easy option when decisions have to be made regarding safety of pupils and availability of staff early in the morning. This will only occur in cases of a breakdown in the supply of an essential service, e.g. power, or other incident. In the event of an emergency closure, parents/carers will be informed as quickly as possible.

The principal concern when making a decision to close the Pre-School is the safety of children and staff.

Policy Statement

The pre-school will endeavour to open at the designated opening times (as decided by the Committee) without disruption. Where disruption is unavoidable, all involved in the pre-school will be kept informed and the pre-school will re-open at the earliest possible opportunity.

In the unlikely event that the pre-school has to close at times other than those scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place.

EYFS Key Themes & Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

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 try to negotiate scheduled work to be carried out during times of closure).
- When there is an outbreak of illness within the pre-school community requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When an emergency occurs during the pre-school session which requires the pre-school to close early.

EMERGENCY CONTACT DETAILS

IT IS IMPERATIVE THAT EACH CHILD HAS AN 'EMERGENCY CONTACT' WITH A PHONE NUMBER.

PLEASE ENSURE YOUR EMERGENCY CONTACT DETAILS ARE ALWAYS KEPT UP-TO-DATE

Closure or Early Closure of Pre-Schools

The following people will be responsible for making the decision to close the Pre-School(s):

Chair Person, Busy Bees Supervisor & First Friends Supervisor.

Once a decision is made, the Pre-School will:

- post a school closed notice on the pre-school website (www.danburypreschools.org.uk),
- record a school closed message on the Information Line (number: 0845 643 0076),
- inform Essex Radio (96.3 FM or 102.6FM) of the pre-school's closure, and

In the event of the pre-school's early closure during session time, we will contact parents/carers as soon as possible on the emergency contact numbers given.

Inclement Weather

Very, occasionally, due to inclement weather, it may be necessary to close the Pre-Schools. This decision will be made by the Chair Person and Pre-School Supervisors. If this should be the case, an announcement will be made on local radio: Essex FM (96.3 FM or 102.6FM). In Winter, please listen to your radio if you consider that closure is likely due to severe weather conditions. If in doubt, please ring the Pre-Schools on the emergency contact numbers. We will endeavour to have someone at the Pre-Schools from 9.00am to answer any telephone enquiries.

Only send your child to Pre-School if you are satisfied that the journey is safe and the Pre-School is fully staffed to accept children. You must also be satisfied that the return journey will be equally safe.

If the weather deteriorates significantly during a session time to cause parents concern, parents should come and collect their children early.

A decision to close will be made as early as possible, though on some occasions the weather may deteriorate quickly after a decision to open has taken place.

Ofsted will be informed accordingly if the Pre-Schools are closed at any time.

Emergency Telephone Numbers

Busy Bees:	07896 480088
First Friends:	07944 746668
Information Line:	0845 643 0076

If you are not your child's primary carer, please ensure that your child's carer is provided with a copy of this policy.

This policy was adopted at a meeting of Danbury Pre-Schools

Held on (date)	8th June 2009
Date to be reviewed	June 2010
Signed on behalf of the Pre-Schools	Wendy Dunston
Role of Signatory	Chair