



## Ladybirds Preschool Emergency Closure Policy

(Revised 4<sup>th</sup> November 2024)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

There are certain circumstances which could result in the Ladybirds Preschool having to be closed with little or no notice. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In order to achieve this aim, we operate the following Emergency Closure Policy.

### Procedures

#### *Bad Weather*

Should we have heavy snowfall/ice, which would make it hazardous for both staff and parents to travel, the preschool will speak to the committee about possible closure for that day.

The manager and Chair will make a decision and contact all other staff members before 7:30am to let them know.

If you wake up to heavy snowfall, please follow these instructions:

- All parents/carers please check your emails/texts/Facebook.
- Alternatively, telephone preschool on 01722 502234 after 7:30am
- You will then be told if Preschool intends to open.

Should severe weather occur during a session, the staff will contact parents/carers to come and collect their children. Please let us know of any changes in your contact numbers.

#### *Heating breakdown/power cut*

Should the heating system breakdown, the Chair or Manager will make a decision about whether it is warm enough and safe enough to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.

Two members of staff will remain with the children until all of them have been collected.

### Other need for emergency closure

Should there be any other need for the Preschool to close, the following procedure will be followed:

The Chair/Manager and staff, will contact the parents/carers of the 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, where shelter will be provided for the group.

If we need to make the decision to close before a session has begun, the Chair/Manager will endeavour to contact the parent/carer of all the children due to attend that day. If they are unable to make contact with all those parents/carers, they will arrange a notice to be displayed outside the premises or arrange for a representative to be present at the time a session is due to begin to inform those remaining parents/carers.

### Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Adverse Weather Policy*
- *Committee Policy*
- *Complaints Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Employment & Staffing Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Operational Plan*
- *Organisation Policy*
- *Parent Involvement Policy*

- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2024**

**Review Date: November 2025**

**This policy was adopted by the committee on 17/11/2024**

**Signed: Jean de Garis** \_\_\_\_\_

**Reviewed Date: 30/11/2025**

**Signature: *N L Mann-Rae***

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

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