

EMERGENCY CLOSURE PROCEDURE

There may be occasions when the Pre School has no alternative but to affect an emergency closure. Examples of this may include staff illness, contagious or infectious illness amongst pre-school children/staff, or a failure in the heating, power or water supply to the Pre School premises, death, and closure of site due to snow. There may also be occasions where the Pre School has to close which is beyond our control e.g., if the Parish Centre instructs us to close to complete a fire drill.

Should closure become necessary after the Pre School session has started we will contact the first-named person on a child's Registration Form to ask that they be collected as soon as possible. In the event that the first-named person is unavailable we will contact the other named persons in the order you have stipulated on the Registration Form.

Should we have sufficient notice of an Emergency Closure (eg the night before or before 8.30am) we will endeavour to telephone you personally as early possible so that your child need not be brought to Pre School at all on that day. Parents will also be emailed as well.

Please be assured emergency closure will only happen in extreme circumstances and after very careful consideration. The school telephone message, text message service and website will be used for emergency snow closure announcements.

If a qualified person is not in attendance (suitable person who have a Level 5 Diploma or equivalent – in our occasion that both the manager and leader are absent), then the Pre School would result in an emergency closure as they we would be unable to operate under the standards of adult-child ratio which is 1:8. This may impact for that day or a prolonged period depending on circumstances. Parents/carers will be notified of the closure at the earliest instance.

COVID-19 related closures

Should the Pre School have an outbreak of COVID-19 amongst children or/and staff then the Pre School may will result in a COVID-19 related closure. Circumstances that are considered an outbreak would be liaised in relation to the any relevant guidance with the PHA, HSCT and the EA. A decision relating to closure would not be taken lightly and will be decided by the Manager and Leader in relation to risk versus benefit and would also take into account if we can operate on sufficient ratio in line with standards laid out by the HSCT.