

## **1.3 Emergency Closure policy**

### **Policy statement**

An emergency is an unforeseen event which may threaten the daily running of Perins Pre-school. This emergency closure policy will be put into practice in the event of adverse weather or a pandemic.

Perins Pre-school will endeavour to remain open, however any decision to close the nursery will be made by the Manager (Michelle Osman) and Line Manager (Amy Craig Assistant Head Teacher) and Perins MAT Trustees, unless otherwise advised to by the Local Authority.

### *Adverse weather conditions*

Perins Pre-school will only close if:

- Weather conditions make it hazardous for staff and parents/carers to travel.
- There is limited or no access to the nursery due to bad weather such as snow.
- Any of the local schools and pre-schools have been advised to close.
- National outbreak of infection/health pandemic.

In the event of an emergency closure being necessary during the normal opening of the nursery, then the first action Perins Pre-school will take will be to ensure the safety of the children, parents/carers, staff members, visitors, and volunteers.

For any emergency closures during opening hours, the Manager on duty will contact the parents/carers and advise them to collect their child. For any emergency closures outside of normal opening hours, the Pre-School will contact parents/carers through email, telephone, social media, and tapestry to prevent families from arriving at the pre-school, and we will endeavour to inform the local radio station to announce the closure or place it on the pre-school website.

If any families do arrive at the pre-school, they must be safely accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible, for example due to heavy snow fall.

### *A Pandemic*

The Pre-school has hand washing facilities for children and staff. The children are encouraged to wash their hands throughout the day and talk about good hygiene practices.

If a child does become ill whilst in our care, then we will follow official government health guidance, to prevent the spread of any diseases.

### **Procedure**

Perins Pre-school will report the emergency closure to Ofsted, Hampshire County Council and local radio stations by completing an online form found at: <http://www.hants.gov.uk/schoolclosures>.

Completing this form will:

- Automatically update the list of schools, colleges, children centres and EYE providers on Hantsweb
- Notify the local radio stations of the closure, which in turn will advise parents/carers
- Notify relevant staff in Hampshire County Council of the closure (including Services for Young Children).

A new form will be completed for each day of the emergency closure. Details can be entered from 3 pm on the working day prior to the closure. If there are any difficulties in reporting a closure online, the Pre-School Manager can contact IT helpdesk at [hantsit@hants.gov.uk](mailto:hantsit@hants.gov.uk) or call 01962 847070.

As an EYE provider, Perins Pre-school has an emergency plan in place to deal with any incident where the health and safety of the children, parents/carers, and staff members are at risk. (See the Critical Incident Policy for procedures)

## Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1995

## Further Guidance

- RIDDOR guidance for reporting form [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- PHE guidance on Infection control (2014)

This policy was adopted by

Perins Pre-School

On

24<sup>th</sup> April 2023

Date to be reviewed

24<sup>th</sup> April 2024

Signed on behalf of the provider

*Michelle Osman*

Name of signatory

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager