

Rainbow Pre-School & Extended Services



Rainbow Pre-School and Extended Services **Emergency Closure Policy**

Policy Statement

The setting will endeavour to be open in line with our published opening hours without disruption. Where disruption is unavoidable, all involved in the setting will be kept informed and the setting will reopen at the earliest possible opportunity.

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

Procedure

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 endeavour to negotiate scheduled work to be carried out during times of closure.

When an outbreak of illness within the setting 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 the conditions within the building contravene Health and Safety guidelines.

In the event of any of the above incidents occurring which requires the setting to not open on a given morning, the staff will make contact with the families of the setting affected for that session in advance of the day where practical. Where this is not practical, a member of the management will be asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation. Updates will be provided via our website, Eylog if possible and our Facebook page.

The Director or Head of Compliance will be responsible for informing the relevant authorities of the unexpected closure. This may include; Ofsted, Health Protection Agency, local health authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure. Parents will be informed about how they can find out when the setting will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

Emergency closure after a session has started.

In the event of an emergency closure after the session has started, parents and carers will be informed by telephone that they are required to collect their child as soon as possible.

If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current Emergency Evacuation

procedures. Contact information for all the children will be taken out of the building alongside the daily register. Once the building is evacuated, the manager will ensure the relevant authorities/emergency services are called. The children will then be taken to a place of safety until such time as they can all be collected by parents and carers. The manager will contact the parents and carers of the children present and advise of the location for collection. All staff will remain with the children during this time.

DISASTER CONTINGENCY PLANNING

The decision to determine that a disaster situation has occurred lies with the Director and in their absence with the Head of Compliance. A disaster may be designated for any number of reasons which, in their opinion, conflict the overriding safety of the children and staff.

If the disaster is expected to be short lived, such as a power cut, and has limited detrimental effect, the Director may, at their discretion decide to continue as normal.

If the disaster continues, the Director may seek alternative short-term arrangements such as conducting the session outside. In these circumstances, consideration must be given to contacting parents/carers to collect children from the premises.

If there is a sustained disaster which renders the premises inhabitable, the Director in conjunction with the Committee shall decide on the appropriate course of action. During such a disaster, staff will be reimbursed any necessary and appropriate out of pocket expenses.

This policy was adopted by	Rainbow Pre-school & Extended Services
On	<hr/> Original Archived
Date reviewed:	<hr/> 21.11.25
Signed on behalf of the provider	<hr/> H Adams
Name of signatory	<hr/> Hannah Adams
Role of signatory (e.g. chair, director or owner)	<hr/> Head of Teaching and Child Development
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