



EMERGENCY CLOSURE PROCEDURE

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool"

An Emergency is an unforeseen event, the effects of which could not reasonably have been anticipated. These include, but are not limited to; inclement weather, fire, flood, terrorist alert, bomb threat, gas leak or failure of fundamental services such as electricity, water and heating.

The purpose of this policy is to provide staff, volunteers and committee with the guidance they need in order to keep children safe and secure in our preschool and inform parents and guardians how we will safeguard their children whilst they are in our care.

The decision to close will be made by the Preschool Manager in consultation with the Chairperson of the Management Committee. Decisions should be based on a risk assessment, taking into consideration the conditions at the Preschool and the health and safety of children and the staff.

CLOSURE PRIOR TO NORMAL 8.30AM/9AM OPENING TIME

- The Preschool Manager will contact members of staff to inform them of the closure.
- The Preschool Manager and nominated Committee Members will endeavour to contact the parents/carers of the children who are due to attend preschool on the closure day by phone. A list of names and contact numbers will be prepared in advance and kept by the Preschool Manager and nominated committee members at home.
- Details of the closure will also be added to the Preschool website (www.hatchwarrenunderfives.co.uk) and to the preschool Facebook page.
- The Preschool Manager will report the emergency closure to Hampshire County Council by completing the online form - <https://www.hants.gov.uk/education/schoolclosures/>

Completing the Hampshire County Council online form will:

- Automatically update the list of Early Years provider closures on Hants Web
- Notify the local radio stations of the closure
- Notify relevant staff at Hampshire Country Council of the closure, including the group Childcare Development Co-Ordinator

If required a new form will be completed each day that the preschool is closed. This can be done after 3pm for the following day.

If internet access can not be obtained the Preschool Manager will telephone Hampshire Services for Young Children on 01962 847070 with the relevant information.

This procedure will be followed on each day of closure.

CLOSURE DURING NORMAL 9AM-3PM OPENING TIMES

In the event of an emergency closure being necessary during the Preschool day (i.e. deteriorating weather) the Preschool Manager will inform the Management Committee and contact the parents/carers of the children in session to collect their child from the Preschool. The parents of children due to attend later that day will be informed not to attend.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____