

General Welfare Requirement: Safeguarding and promoting Children's Welfare

Emergency Closure Policy and Procedure

Policy Statement

We provide care and promote safety and well-being within our setting for children and adults. In extreme circumstances, the setting may have to make alternative arrangements or close for a period of time during an Emergency Situation such as dangerous snowy/icy conditions, Extreme Heatwave/high temperature Conditions, staffing issues and other related situations.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Inclusive practice • Keeping safe • Health and well-being	• Parents as partners • Key person	• Supporting every child	• Inclusive of AUC/PR/EE

Procedures

Communication

- A full and up to date list of all landline, mobile and e-mail contacts for Chairman, Trustees, Early Years, Staff and Parents will be kept on file in the setting and at the home address of Mrs Carole Sale. All details follow the GDPR 2018.
- Mrs Sale will be the first contact on the list, followed by Mrs Chris Farris Both have current landline, mobile and e-mail in place.
- Due to nature of setting, individuals contact details will have to be used.
- Contact with Parents re closure/re opening will initially be made by email, and then mobile, then landline. Details will be given if a long closure is proposed.
- Parent Reps have permission by parents to run a Whatsapp group. The Whatsapp parents who are administrators, will be informed of any closures by the manager or leader and will inform the parents on the group. The administrators of Whatsapp will also add any information required when informed by the leaders. Whatsapp is based on yearly permission forms and can be withdrawn by either party at anytime.

- All parents languages have been taken in to account when preparing notices and letters.

Closing and re-opening

- Should the government/Trustees advise closure of the setting we will abide by it's ruling.
- The Trustees of the setting will decide to take steps to close and re-open following government ruling/ Safety of the building and surrounding area.
- If emergency closing is ruled during a session, all parents/carers will be contacted either by e-mail, mobile or landline and staff will remain in situ until all children have been safely collected.
- Any government/Trustees advised closures will be notified to the staff, parents/carers by landline, mobile or e-mail as soon as the setting Trustees have been advised to do so.
- Should staff ratios to children be affected for any reason and the setting is unable to remain open, all avenues such as emergency cover and agency staff cover will be explored before such a decision is taken that we have to close.
- Decision to re-open either fully or partially will be made following government/Trustees advice and the levels of child/staff attendance in the setting at that time. Said decision will be made following Trustees consultation. EYCS, staff, parents/carers will be informed by landline, mobile or e-mail of decision.

Contractual arrangements

Staff

- After consulting the Trustees it was agreed that if the preschool are receiving Full Free Early Education funding, the staff would be paid, should the preschool have to close. If we have to close but do not receive funding then the staff would be paid for a maximum period of four weeks. If at anytime Surrey Early Years removes the funding or uses a child's funding elsewhere, staff may not receive full pay.
- If the preschool re-opens on Government advice, staff may be required and make themselves available for work.
- If an employee refuses to work through personal circumstances, they may take unpaid leave with agreement from the Trustee's and in-line with employment law.

Parents

- If the setting is advised to close by the government in an emergency situation we will still be in receipt of Free Early Education and fees will therefore not be payable for the duration of the closure.
- Should a child not be able to attend due to parents/carers unable to travel or difficulty in arriving at Pre-school once the closure has been lifted, fees will be payable.
- Should the Preschool open following Government Guidelines and a Parent who pays fees for their child, wishes for them not to attend, if offered a space, for any other reason apart from Extreme Critical Health, Full fees may be required for the remainder of the period the preschool is open on a half termly basis.

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement.

This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees

