

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).



## **8.0 Emergency Closure Procedure**

### **Policy**

The St Marys Pre School will endeavour to provide continuous child care for 38 weeks of the year (excluding bank holidays). However, in the event of a major emergency it may be necessary or beyond our control to remain open for a period of time.

St Marys will implement the following procedure if any of the following occurs:

- Fire damage
- Flooding
- Snow/ice
- Extremely high levels of sickness among staff and/or children
- Flu pandemic
- No heating/water/electricity
- Contractual implications for example a change to our rental terms and conditions
- Heatwave
- Bereavement
- Emergency Services incident

### **Procedures**

In the event of closure Managers will assign roles and responsibilities and the following will apply:

- Parents will be contacted via email, phone, text as soon as possible
- Regular updates will be sent out
- Short term closure fees will remain payable
- Long term closure payment of fees will be at the discretion of Surrey Early Years and The Committee
- In the event of the premises being closed during a session children will be re-located, if necessary, to a place of safety ie the church and parents/carers will be contacted to collect children as soon as possible. The Evacuation Box will be taken.
- Supervisors will inform Surrey Early Years, Ofsted and any other relevant bodies of any closure and seek advice.

- Any closure is recorded and placed in the Health & Safety Risk folder.

**Staff:**

- Refer to Staff Handbook

This policy was adopted by	The St. Mary's Pre-school	<i>(name of</i>
On	_____	<i>date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	