

Emergency closure and contingency procedure

Statement of Intent

Although not all emergencies can be prepared for Downside Preschool believes that having a policy in place will ensure that all members of the preschool will know what to do.

Contingency procedure

We have contingency plans to cover staff absences, as follows:

In the event of any staff illness, the preschool manager will contact any staff members who are off duty.

In the event of the ratios not being met the preschool manager will inform the parents and the session will not run.

Emergency closure

An emergency is an event, which threatens to disrupt the normal running of the Pre-school. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive.

Emergencies may happen inside the pre-school or outside it, during session times or outside hours. The key to coping with an emergency is good planning and preparedness. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.

In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, this procedure gives a common approach, which should make coping with an emergency easier.

Preparation

All staff should have a copy of the emergency procedure, be familiar with its contents and keep a copy at home. In an emergency, there may not be access to the pre-school room.

We prepare for emergencies by having an up to date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up to date.

In case of an emergency, the preschool leader will take overall charge.:

The priorities are;

- The safety of children the safety of staff and other adults.
- Minimise damage to buildings
- Getting back to normal as soon as possible

The preschool manager will decide whether the buildings should be evacuated. The manager is responsible for calling the emergency services. As part of the preschool emergency evacuation procedures, preschool staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the preschool, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children.

If the decision to close the preschool is taken early in the morning, the preschool manager will inform staff as soon as possible and place notice on to the preschools web site and tapestry and blossom

A notice will be displayed outside the preschool to inform parents, if possible.



If parents have to be called to collect their children, staff will look after children safely until they can be contacted. Depending on the emergency, this may be in the pre-school room, it may be in the school hall or other schoolroom or it may be outside. If parents cannot be contacted, the children will be kept with staff until the parents can collect.

This policy was adopted on	1 st September 2023
Signed on behalf of the Pre school	Julie Russell
Date disseminated to staff	1 st September 2023
Date for review	September 2024