

Bramble Bears- Emergency Closure Policy

Statement of intent

Bramble Bears endeavours to be open for its registered sessions during term times without disruption. Where disruption is unavoidable, all involved at Bramble Bears will be kept informed by phone and email, and the setting will reopen at the earliest opportunity.

Aim

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

Methods

An emergency / short notice closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage,
- Flooding
- Bad weather,
- The breakdown of the heating system,
- When the building is unusable due to required maintenance work.
Where possible we negotiate that scheduled work is carried out during times of closure,
- When an outbreak of illness within Bramble Bears community requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines,
- When illness, accident or bereavement occurs within the staff body meaning it is impossible to maintain the correct ratios of suitable adults to children and appropriate cover has been exhausted,
- When an emergency occurs during the Pre School session which requires Bramble Bears to close early,

In the event of any of the above incidents occurring which requires Bramble Bears not to open on a given session, the Committee, Supervisor and Deputy will make contact with the families of the preschool affected for that session in advance of the day where practical.

Where this is not practical, a member of the committee or supervisor 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.

The Chairperson and Supervisor will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Parents will be kept informed about the closure via our website, email, Facebook pages, text message, phone call, this will include information as to when Bramble Bears will reopen and other relevant information according to the circumstances of the closure. Should the cause of the closure mean that Bramble Bears will be closed for longer than 1 week a meeting will be called with parents and carers to inform of the plans for re-opening.

No fees will be charged for this type of closure.

Parents/carers must ensure that Bramble Bears always has up to date contact details-it is your responsibility to inform pre-school of changes to any contact information.

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 too few staff are well enough to stay on the premises,

members of the committee will be contacted and asked to stay on until the other children have been 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 Fire Safety and Emergency Evacuation procedure. Contact information for all the children will be taken out of the building alongside the daily register.

Once the building is evacuated, the chairperson and leader 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 Chairperson and Leader will contact the parents and carers of the children present. All staff will remain with the children during this time.

Should any of the above occur fee's, will still have to be paid and regrettably will not be refunded as staff are either employed on a permanent contract or a termly basis.

If this causes great hardship, a written application for a refund can be made to the committee via the Playgroup Leader.

Bad weather closure

If possible a decision will be made the previous day, however this is not always practical. A decision will be made by 8am that morning. Should Bramble Bears close you will be contacted by the setting staff or committee shortly after 8am. Messages will also be posted on social media via the website. If you are unsure PLEASE CHECK before setting out.

There will be unforeseen incidents and no policy can cover every situation. Our main concern is for the safety of the children in our care and Bramble Bears staff and committee will ensure that they are looked after in a safe environment by qualified staff members.