

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

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the , case of fire or any other emergency, and must have an emergency evacuation procedure.



Emergency Closure Policy

This policy provides guidance to staff and parents/carers on the procedure and action the preschool will take in the event of emergency or extreme weather conditions.

Emergency situation or severe weather before the start of school

In the event of an emergency (ie significant damage to church/preschool property, public health incidents or extreme inclement weather, particularly heavy overnight snowfall), the Leader, in consultation with the Chair of Trustees, will undertake an urgent risk assessment of the effect the situation will have on the normal operation of the preschool. This review will assess the ability to safeguard the health, safety and welfare of children and staff. Factors considered will include the safe access to the preschool site, transport implications for staff and the ability to ensure the preschool can maintain the required child/staff ratios.

The preschool fully appreciates the disruption and difficulties caused to parents/carers when preschool is unexpectedly closed and, whenever possible, Crofton Early Learners will aim to keep the preschool open.

Decision To Close the Preschool

Weather

In the event of extreme inclement weather an attempt will be made to put out a WhatsApp message to everyone. If the Manager/Chair consider that a situation has arisen where it is unsafe for the preschool to open, every effort will be made to contact parents/carers by telephone/WhatsApp. The preschool stresses that this decision will only be taken when the severity of the weather conditions or any other emergency situation makes it impossible to open the preschool and operate safely. Appropriate reimbursements will be made to parents/carers in whichever form the Finance Officer deems most appropriate.

Pandemics

In the event of a pandemic CEL will follow Government guidance. Every effort will be made to keep the setting open. We will contact you either by email or WhatsApp (or both) advising of any necessary closure. It is unlikely there will be access to refunds if the setting is forced to close for reasons beyond its control.

Criminal activity or the effects of a disaster in the local community

In the unlikely event of criminal activity or the effects of a disaster in the local community, where possible we will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Where possible the following measures will be taken.

The Leader will:

- manage and co-ordinate the pre-school's response to the incident.
- make contact with the Emergency Services
- contact Bromley Council for support and assistance

Should it be necessary to close the school for any reason, ie if the site is dangerous, children will be taken to Crofton Infant School where they can be kept safe, warm and supervised.

Additional Guidance To Staff

Whilst the pre-school remains open during inclement weather, any staff feeling unable to travel to school should follow the usual procedures for reporting staff absence.

This policy was adopted at a meeting of	CROFTON EARLY LEARNERS
Held on	<hr/> JUNE 2023
Date to be reviewed	<hr/> JUNE 2026