**St Joseph’s Pre-school Playgroup**

**Emergency Closure Policy.**

**Aim**

In the event that the Pre-school has to close or cannot open, due to adverse weather conditions, other health and safety issues including COVID 19 or other emergencies, the following procedures will be followed. These ensure the children are cared for safely by members of staff and that parents/carers are informed as soon as possible.

**Methods**

*Decisions to close during normal opening hours.*

* Children will be kept in a safe area within the building or if necessary evacuated from the building, following the setting’s ‘Fire Evacuation Procedure’ or COVID 19 Risk Assessment as appropriate.
* All attempts will be made to contact parent/carers as soon as possible, to arrange immediate collection of their children.
* When a parent/carer cannot be contacted the ‘Non-collection of Children Policy’ will take effect.
* If in extreme circumstances the children need to be evacuated from the area they will be taken to the nearest designated area or building (the main school if possible) safely and parent/carers informed.
* At least two members of staff will remain with the children until they have all been collected.
* A register of all children and adults will be kept.
* Relevant details will be recorded and all relevant authorities informed as required.

*Decisions to close outside of normal opening hours.*

* As soon as a Manager receives information regarding an emergency closure of the setting due to a variety of emergency issues, including confirmed cases on COVID 19 (on advice from relevant government and public health authorities) she will make every effort to contact staff and parent/carers to inform them of the situation. She will put a notice on the setting’s Facebook page (or contact the Owner to do so) and/or text/WhatsApp all parents/carers. Staff and parents/carers will be kept updated on the latest situation and notified as soon as possible when normal opening can resume.
* Regular, contracted staff will be paid their basic hours during emergency closures and given the opportunity of overtime where possible, to make up the lost hours. Bank staff and staff with no guaranteed hours will not be paid.
* Fees for hours booked in addition to the Early Years Free Entitlement will be credited to parents/carers for emergency closures. Early Years Free Entitlement funding will not be transferrable to other hours.
* Where a longer-term closure is necessary, the situation will be reviewed after 48 hours. A Manager and/or the Owner will keep staff and parents/carers informed.

Signed*: Mandy Morgan*

Role: Manager

Date: 06/09/23