



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

EMERGENCY CLOSURE POLICY

At Kingsway Playgroup & Pre-School Centre our priority at all times is to ensure the safety and well-being of all children, parents/carers, visitors, contractors and staff using the playgroup. Certain situations, such as the failure of essential services (e.g. heating or water systems), damage to the building, fire outbreak, severe weather conditions, or an illness epidemic may occasionally make it necessary for the playgroup to close to ensure the safety of all those using the building.

We aim to ensure that children, parent/carers, families, contractors, visitors and staff members using Kingsway Playgroup & Pre-School Centre are kept safe at all times, and that the playgroup is prepared to respond to emergency situations in a planned and safe way.

Planning for these situations is a central part of the playgroup's policy on Health and Safety and it is important that all staff, parents/carers and families are aware of the actions that will be taken should it become necessary to close the centre unexpectedly, either during session times or outside of normal hours.

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 situations. However, this procedure gives a common approach which should make coping with an emergency easier.

In an emergency, there may not be access to the playgroup, so key details (child name/contact numbers/sessions attended) should also be kept securely, off-site.

Closing the Playgroup out-of-hours (e.g. due to bad weather)

If Kingsway Playgroup & Pre-School Centre needs to be closed in the morning, a decision will be reached as early as possible.

The Manager or Deputy Manager will contact all playgroup staff to advise them of the closure and notify parents/carers as appropriate whenever possible..

Closing the Playgroup during a session (e.g. bad weather)

The Manager, or in their absence the Deputy Manager, will decide if the playgroup needs to be closed unexpectedly (for example, due to deteriorating weather conditions).

Playgroup staff will make every effort to contact parents/carers (or authorised person nominated by the parent/carer) of the children that are in our care.

If parents/carers have to be called to collect their children, children will be looked after safely by staff until they can be contacted. Depending on the emergency, this may be, in another place of safety, or it may be outside.

Telephoning parents to ask them to collect their children will be the joint responsibility of the Manager or Deputy Manager and appropriate staff members as designated.

Re-opening the Playgroup after Emergency Closure

The decision to re-open the playgroup will be taken by the Manager or Deputy Manager in conjunction with the emergency services if necessary.

Staff will be contacted by the Manager or Deputy Manager to advise them that the playgroup has re-opened.

Payment of fees

Parents will not be expected to pay fees for sessions booked which fall during the emergency closure and missed sessions which are part of the free entitlement cannot be re-arranged. There will be no refunds for the remainder of any session in which the closure was necessary.

Payment of staff wages

Staff wages will be paid for up to 5 consecutive days. If the closure is longer than this, a further decision will be taken dependent on the circumstances surrounding the closure and its anticipated duration. Management reserve the right to provide staff with appropriate work which can be completed at the staff member's home.