

Emergency Closure Policy & Lockdown procedure

Emergency closure Policy

The Pre School will endeavour to provide continuous child care in a safe and secure environment for 38 weeks of the year (excluding bank holidays). However, in the event of a major emergency, or beyond our control, it may be necessary to close for a period of time.

Pre-school will implement the emergency procedures if any of the following critical incident occurs:

- Extreme weather conditions: heatwave/snow/ice/ flooding
- Extremely high levels of sickness among staff and/or children
- Flu pandemic
- Other pandemic
- No heating/water/electricity
- Bereavement
- Emergency Services incident: gaz leak, toxic hazard, fire
- Structural damage to the building
- Civil disturbance or terrorism
- Serious accident/death
- Abduction or disappearance of a child

Procedures in case of emergency

In the event of a pre-school emergency closure the manager will assign roles and responsibilities and the following will apply:

- Parents will be contacted via email, phone, the pre-school website, Facebook page and Family.
- Regular updates will be sent out.
- In the event of the premises being closed during a session, children will be re-located, if necessary, to a place of safety i.e. the church and parents/carers will be contacted to collect children as soon as possible. The emergency evacuation bag will be taken containing the first aid kit, emergency contact details of all the children, telephone, medical file)
- The manager will inform Surrey Early Years, Ofsted and any other relevant bodies of any closure and seek advice.
- Short term closure fees will remain payable
- Long term closure payment of fees will be at the discretion of Surrey Early Years and The Governors.
- Any closure is recorded and placed in accident and incident folder.

Lockdown procedure

The Pre-school lockdown procedure in case of prevailing threat is as follows:

- Signal for lockdown will be verbal from a member of staff.
- The word to be used will be **LOCKDOWN**. This will be used to inform staff of the need to activate the lockdown procedure.
- All children are to congregate in the hallway.

Staff must take the following action:

- Children who are outside are brought inside to the messy room as quickly as possible (outside staff member will be informed by the staff member who has activated the lockdown procedure)
- The Manager should check rooms and toilets to ensure all children are in the messy room.
- All external doors and windows should be closed and locked where possible and blinds pulled down.
- Once in lockdown mode, if any children are missing then an immediate search should be conducted.
- Staff should encourage children to keep calm
- As appropriate the school office will establish communication with the Emergency services.
- If it is necessary to evacuate the building then the fire whistle will be sounded and usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via email and the family app and only after receiving appropriate guidance from Emergency services.
- **Children will not be released to parents during a lockdown.**

It is vital that the pre-school lockdown procedures are familiar to all members of staff. To achieve this a lockdown drill will be undertaken at least once a year, adults only as we feel it would cause undue stress to our children.

As all situations are different, once staff and children are safely inside then the manager will conduct on-going risk assessments based on the advice from the school and emergency services. This can then be communicated to the group. The emergency services will advise as to the best course of action in respect of the prevailing threat.