**EMERGENCY EARLY YEARS**

**PROVIDER CLOSURE**

**1.21**

**CLOSURE OF BURGHCLERE PRE SCHOOL POLICY.**

**Policy statement**

**1.21**

In the event of an emergency closure being necessary during the normal opening hours of the setting, the first action of the provider must be to ensure the safety of all those on the site by enacting the EYE provider’s evacuation procedures.

For emergency closures, both during and outside of normal opening hours, the setting will alert as many parents/ carers as possible to prevent families arriving at the setting or to ensure that they are quickly and safely removed from the premises.

If families do arrive at the setting, they will be safely accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible. Appropriate arrangements should be made for their return home.

The pre-school will then report the emergency closure to Hampshire County Council and local radio stations by completing the online form <http://www.hants.gov.uk/schoolclosures>. Completing the form will:

1. Automatically update the list of school, college, children’s centres and EYE provider’s closures on Hants web.

2. Notify local radio stations of closure and

3. Notify relevant staff in Hampshire County Council of the closure, including the childcare development co coordinator.

A new form will be completed for each day of the emergency closure. We can enter the details from 3pm for the next working day.

We always use the online form to report a closure, unless we are unable to access the internet.

If we are unable to access the internet we will telephone Services for young children on 01962 847070 to report our closure.

It is also advisable to contact the following

1. Any arranged transport/taxis

**1.21.1**

**Emergency plan**

Burghclere pre-school are required to have an emergency plan in place for incidents where the health and safety of children, families and staff is at risk. Such incidents include

1 Inclement weather.

2 Fire

3 Flood

4 Terrorist alert

5 Gas leaks and failure of fundamental services, such as electricity, water and heating.

An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated.

**1.21.2**

**Guidance for childcare provisions.**

The EYEF (early years education funding) will not be refunded, but we will make every effort to re- open as soon as possible or put a contingency plan in place. If it is an event that prevents us from opening on a temporary basis, for example, heavy snow or breakdown of heating, Services for young children would not seek a refund of grant. However, we will re-consider the 5 inset days we have allocated throughout the year and try to re arrange.

**Refunding fees to parents.**

We would NOT refund fees to parents, we would however attempt to re shuffle one of the 5 inset training days to accommodate this.

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| This policy was adopted at a meeting of | Burghclere pre school | name of setting |
| Held on | 28/04/2022 | (date) |
| Date to be reviewed | April 2023 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory | Hayley davies | |
| Role of signatory (e.g. chair/owner) | Chair | |