A close-up of a logo

Description automatically generated

**Frimley Green Pre-school Emergency Closure Policy/Emergency Evacuation**

Please read in conjunction with Childcare and early education terms and conditions.

If the event that the building cannot be used for whatever reason or the pre-school has to close due to unforeseen circumstances, this policy will be put into practice.

Closing during non-opening hours.

As soon as the Supervisor receives information regarding emergency closure of the building, they will inform a member of the Committee and then make every effort to contact staff and parents/carers to inform them of the situation.

The parents will initially be contacted by email. Notices will be placed on the Facebook page and website as soon as possible.

Closure during opening hours. We will ensure the children receive a high level of care whilst parents/carers are contacted to collect their children. The children will be kept safe within the premises or evacuated if necessary, following the Evacuation Procedure. Staff will remain with the children until they have been collected.

Where parents/carers cannot be contacted, the non-collection of a child procedure will be implemented.

## Emergency Evacuation Procedure

In the unlikely event of an emergency requiring the Pre-school to make a total evacuation away from the building, the children will be taken on foot to Frimley C of E School from where the staff will contact parents/carers. In the event of such an emergency the normal staff: child ratios for outings will not be complied with.

Procedure for contacting parents/carers for emergency collection

* Attempt to contact parents/carers by telephone (home/mobile etc).
* If unsuccessful, contact the ‘emergency contact’ quoted on the child’s registration form (located in the children’s folder).
* Wait with, and reassure, children until they have all been collected.
* Contact Surrey Safeguarding Children’s Partnership for advice if a child’s parent cannot be contacted.
* Record reason for closing early, steps taken, etc.

Funding information

A register of all children and adults will be kept. A full report will be recorded. Ofsted (email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)) will be notified if required. The pre-school will contact [fundedearlyeducation@surreycc.gov.uk](mailto:fundedearlyeducation@surreycc.gov.uk) to notify of closure.

Staff will be paid for their usual hours for the first 48hrs of any emergency closure. If pre-school has to remain closed for a longer period of time, discussions will take place with the committee and advice taken from the Early Years Alliance. The supervisor will liaise with staff to set tasks that can be completed at home.

Note taken from the ‘Childcare and early education terms and conditions.

If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare and early education to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.