



## 0.1 Health and Safety

### **01.22 EMERGENCY CLOSURE OF SETTING PROCEDURE**

It is our aim to ensure that North Bushey Preschool stays open whenever possible in our planned term time openings. However, in the event of exceptional circumstances and risk to health and safety of our children, staff and families and local community.

North Bushey Preschool will not open until it is safe to do so.

#### **In order to operate we must meet the following criteria:**

- The Safeguarding and Welfare Requirements of the EYFS & Ofsted.
- The requirements of our insurance policy.
- The number of qualified staff required.
- Appropriate staff: child ratios.
- The risk assessment of the physical environment of our setting.
- Our ability to safeguard the children in our care in the event of a critical incident.

#### **An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:**

- Lack or failure of heating which would cause the pre-school to be unable to maintain a reasonable temperature in the building.
- Public Health incidents (e.g, a significant infectious disease incident)
- Accidental damage or vandalism to the setting making it unfit for purpose.
- Failure in supply of services (water, sewerage, electricity, gas).
- Inadequate staff; child ratios due to staff illness.
- Serious injury to a child, pupil, student or member of staff.
- Criminal activity (E.g bomb threat, terror threat or action)
- The effects of a disaster in the local community
- Extreme weather conditions such as extreme heat, snow, flood or storm.

(Please note that our opening will usually run in conjunction with Highwood Primary School. If they close due to bad weather we will close or in any of the above circumstances, we may close if they close depending on the circumstances)

We will also close if recommendations are given by the Local Authority, Government, Ofsted and other authorities regarding health & safety requirements.

### **Unexpected closure before a session**

On discovering that a scheduled session is not able to run, the following procedure will be implemented.

The first member of staff on site will inform the manager or Deputy who will notify Pre-School Owner. If needed the emergency services will also be contacted.

- The Manager or Deputy contact parents & Carers immediately to inform of session closure and reason.
- An unexpected closure poster will be displayed on main door and email correspondence and text messages will be sent out to inform parents. We will also update our social media.
- The Manager or Deputy will inform the following organisations where necessary: Emergency services, Ofsted, Local Authority, Public Health, Highwood Primary School and the insurance company, Riddor and other relevant organisations to the incident.

### **Emergency closure during a session**

- If necessary for full evacuation the children & staff will be evacuated to our designated safety area by our gate on Bushey Mill Lane entrance by following our fire drill policy & procedure 2.0 to evacuate swiftly and safely.
- Parents will be contacted to collect their children as soon as possible.
- In the event that we are not able to contact a parent, two members of staff will stay with the child until contact is made and the child is collected. (We may also contact Social Services for advice if we are unable to make any contact with a parent or carer).
- If we are unable to evacuate the premises for any reasons for safety we will follow our lock down procedure 01.21 and will remain inside the building until the emergency services are able to support us to safely evacuate our premises. We will notify parents, emergency services following our lock down procedure.
- For emergency closure that we are able to stay inside the building safely until all children have been collected we will remain in staff to child ratio whilst children are being collected.
- We may ask parents & carers to support us with early collection times for their child to be able to keep our provision open as long as possible in certain circumstances. (E.g, Extreme heat)

During an emergency closure time our safeguarding leads will be available via telephone or email communication. The safeguarding leads will follow safeguarding procedures and be in contact with safeguarding partners and professionals for any safeguarding concerns and continue to attend any planned meetings.

We will ensure remote learning is supported with activities to do at home, as well as being contactable via telephone or email for wellbeing or concerns and will support our families with guidance or support we can offer.

Some children, young people and adults may experience a variety of emotions in response to an emergency situation, such as anxiety, stress, or low mood.

In an emergency, where possible, specialists, therapists and other health professionals who support children and young people with SEND (for example speech and language therapists, physiotherapists, occupational therapists, educational psychologists and specialist teachers), should provide interventions as usual. We will support our families with this to continue ways to plan for intervention support.

Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan.

Some pupils and students with SEND may need specific help adjusting to any changes in their routines that emergency measures may involve. Staff will plan to meet these needs based on the individual pupil or child and their circumstances, for example using social stories.

### **Safely Re-Opening**

When the Preschool is safe to re-open communication will be sent via email communication, text message to let parents, carers know. If in the event we are able to re-open but our staff ratio is still impacted we will follow guidance for excepting vulnerable children and children of critical workers first until our staff ratio allows us to fully welcome all the children to the setting.

### **Session fees**

If we have to implement our Emergency Closure of our Setting procedure fees will remain payable for a period of time as per our terms and conditions and our fee policy will also be implemented.

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Promoting and supporting mental health and wellbeing in schools and colleges

- UKHSA's Every Mind Matters
- Become's care advice line for looked-after children
  - NHS guidance resources and services for mental health, learning disabilities and autism
- Cabinet Office: preparation and planning for emergencies
- Cabinet Office: pandemic flu
  - DfE: health and safety advice for schools
- Keeping children safe during community activities, after-school clubs and tuition:  
non-statutory guidance for providers running out-of-school settings
- DfE: preventing extremism in the education and children's services sectors
- DfE: school security: advice on access to, and barring of individuals from, school premises
- Met Office: severe weather warning system
- Coronavirus (COVID-19) – Advice for workplaces (hse.gov.uk)
- UKHSA Health protection in education and childcare setting

