

Emergency Closure Policy and Procedure, Including Lock Down Procedure

This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.

The Emergency Closure policy will be put into practice in the event of the following circumstances: (the list below is not exhaustive)

- Adverse weather conditions for example snow and flooding.
- Flu pandemic which is a worldwide flu outbreak.
- Staff team sickness where child/staff ratio is affected.
- Access to the Pre-School is considered dangerous by the Bus Stop Management team and or the National Trust Management team.
- Aggressive Intruder on the Pre-School premises.

Bus Stop Pre-School Management team will never take the decision to close lightly. The Management team has to consider the safety of all the Pre-School families and Bus Stop team members and their individual families when decisions are made to close and when reopening.

Emergency Closure Plan

The Bus Stop Management team has coordinated the following Emergency Closure Plan.

The Management team is responsible for ensuring that information regarding the weather and world health is up to date by checking Local Government and Government websites regularly.

The Emergency plan is communicated to staff/students/volunteers/parents by the following:

- Staff, Students, Volunteers - apart of reviewing the policy and familiarising themselves with the policy as part of the employment/induction process.
- Parents / carers - Parents are able to freely access this policy in the Policy Booklet by the children's trays or at www.busstoppreschool.co.uk
- Outside agencies - able to access the policy freely when visiting /upon request.

Please also read Forest School Emergency Procedure and Forest School Poor Weather Conditions policy.

Procedure for Closing, Remaining Open and Re - Opening

It is the decision of the Management team to close the Pre-School unless otherwise advised to by the local Government or the National Trust Management team. The Pre-

School would close immediately if advised to by the local Government.

The Bus Stop Management team would decide to close the Pre-School as a result of the following circumstances: (this list is not exhaustive)

- Staff ratios became unsafe.
- 50% of the children on the register were absent.
- Local Schools and Pre - Schools have closed, as advised by the local Government.
- Limited or no access to the building.
- Insufficient heating in the building.
- No running water in the building.
- Children's immediate family is affected by a pandemic.
- Unsafe for staff and Pre-School families to travel on roads.

In the event that the Bus Stop Management team decide or were advised to close during or before a full Pre-School day, parents/carers will be informed by:

- Telephone.
- Answer phone message.
- Email.
- Notice on the front door.

When informing parents/carers that the Pre-School is remaining open or able to re - open the methods above of communication will remain the same. It is the role of the Management team to inform all parents/carers and to ensure they receive the same message.

In the event of a long term closure it is the role of the Owner to inform Ofsted, Surrey Supporting Children's Team and notify the Pre-School insurance company. This would also apply when re - opening.

In the event that staff training has to be cancelled because a staff member is unable to get to the training workshop or is required to be at the Pre-School, the Bus Stop Management team will contact the Training Team the day before or on the day of the training. Students attending Forest School training at the Pre-School will be contacted as soon as possible by the Management team and their training days rearranged.

Adverse Weather and/or Access to Polesden Lacey Estate is Dangerous

In the event of adverse weather or access to the Polesden Lacey Estate is considered dangerous the decision to close the Polesden Lacey Estate will be decided by the National Trust Management team. If the decision to close the Estate is made, this means that Pre-School also has to close. The decision is not made by the Bus Stop Management team. The National Trust is responsible for the safe management of the

whole Polesden Lacey Estate and for the safety of members of the public accessing the Estate. In these circumstances the Bus Stop Management team will be in regular contact with the National Trust Management team to find out when it is safe for the Estate to be re-opened and parents/carers will be contacted as soon as possible.

In the event that the Polesden Lacey Estate remains open and or reopens however the Bus Stop Management team believes that the surrounding country roads and Polesden Lacey driveway remain dangerous the decision for the Pre-School to remain closed will be made by the Management team taking into consideration the safety of Pre-School families and staff members travelling to and from the Estate.

During the Induction process it is explained to parents/carers that it is possible that the Polesden Lacey Estate maybe closed due to adverse weather conditions and when a decision is made to close the Estate it is made by the National Trust Management team and not by the Bus Stop Management team.

In the event that the decision to close the Estate is made by the National Trust Management team the day/evening before adverse weather is forecasted, the Bus Stop Management team will email all parents/carers immediately.

During a Pandemic

If a child becomes ill whilst at Pre-School the said child will be isolated and kept away from other children to help prevent the spread of disease. A Paediatric First Aid trained member of staff will sit within one metre of the sick child unless they need assistance in which case the member of staff would ensure they are wearing a pair of disposable gloves, an apron and a facemask (DfES Infection Control Advice Guidance, June 2007). If staff become ill they will be sent home as soon as possible and if required staff cover can be contacted.

Children who are observed by staff on arrival to Pre - School to be clearly unwell and / or have been given an infant suspension for example, liquid paracetamol before arriving will be asked not to return for 48hrs or until they are no longer ill. If a child's family members are infected the child should not return until the family is well. Please refer to the Parent Childcare Contract, the Health and Safety Policy and Administration of Medicine policy.

Parents/carers are asked to contact the Pre-School by telephone if their child is unwell before the start of their normal full day.

Staff members will ensure that children and themselves continue to carry out good hygiene practice throughout a pandemic.

Flu Pandemic Infection Control

Bus Stop Pre-School has designated Cleaning Stations for children and adults to dispose of used tissues in a bin with a lid and for them to sanitise their hands if they have coughed or sneezed. Children are reminded on a daily basis to sanitise their hands. Please refer to Health and Safety policy for more information on our hygiene practices.

On the parent/carers notice board a poster is displayed encouraging parents / carers to wash their children's and their own hands after a cough or a sneeze to help prevent the spread of disease.

Bus Stop Pre-School has designated cleaning baskets located in every classroom containing anti - bacterial sprays, wipes and disposable gloves.

Please refer to our Pre-Schools cleaning plan for information on daily cleaning that takes place, located in the kitchen.

Dealing with Illness and Bereavement

If a bereavement occurs for members of staff, children, parents / carers Bus Stop Management team will ensure that support is given to those effected. The Management team will take the lead from the bereaved family and ask them how they wish to proceed.

Contractual Arrangements

Each parent/carer is asked to read and sign a copy of the Pre-Schools contract as part of the Admission process. Please refer to the Parent Childcare Contract.

In the event of a Pre-School closure and a child misses more than 5 of their full days within a 30 day period, parents/carers will be entitled to a refund as appropriate from the 6th day.

If parents/carers choose to keep their child at home even if the Pre-School remains open in adverse/bad weather conditions, staff team sickness or during a pandemic, Pre-School fees are still payable. Children who are thought to be of high risk for example asthmatic are advised not to attend Pre - School during a pandemic.

Members of staff are asked to read and sign a contract as part of the employment process. Please refer to the Staff Contract and Staff Handbook.

During a pandemic, members of staff still able to work, though the building has closed due to advisement or circumstances will be asked to clean as appropriate. Staff

members, students and volunteers will be informed by telephone in the event of the Pre-Schools closure or re - opening.

Lock Down Procedure

If an unknown person arrives at the door, members of staff will follow the Visitors to Settings Procedure, please see Safeguarding Children/ Child Protection Policy. However, in the event that a person becomes aggressive and tries to forcibly enter the Pre-School building and or rear garden where children are present, all children and adults will be taken inside and staff members will calmly direct children to activities in the Busy Room. The Busy room is located in the main middle classroom and cannot be viewed from the large 2 front windows or 2 kitchen windows.

It is Bus Stop Pre-School's policy not to permit entry to the building to any unknown person who has not previously made an appointment with the Management team. Please see Safeguarding Policy/Child Protection policy where exceptions may apply.

Unknown/Unexpected Visitors

- Staff ask visitors to stand in front of the window allowing them to see the person/s clearly (please see sign on kitchen door).
- If the person/s refuses, the staff member will ask them again, explaining that they need to see them clearly (visitors directed to read sign on front door).
- Staff will ask to see photo identification and or ask them for their name and appointment time.
- If the person does not adhere to staff requests and or becomes aggressive, they will be asked to leave the premises.
- If the person refuses to leave, staff will explain that they will contact the Police - 999.
- The staff member will calmly alert the whole staff team of the unknown person and the children will be brought into the Busy room.
- A staff member will continue to monitor the Kitchen door and quietly observe through the Office/Cosy room windows (if it is safe to do so) to see if the unknown person has left the premises.
- If it is felt appropriate parents/carers will be contacted to collect their child/children.
- In the event that the unknown person does leave the premises, the staff will call the Police on 101 to report the incident.
- A review of risk assessments and policies will be carried out by the Management team.
- Parents/carers and the National Trust Management team will be informed and an Accident/Incident report will be completed including:
 - Date and Time,

- Description of the person,
- Gender,
- Events that took place,
- Any other relevant information.

For Contact and Information

- Police - 999 for an emergency or 101 for non-emergencies.
- Department of Health and Social Care - telephone: 0207 210 4850 or website address: www.dh.gov.uk
- Ofsted - email: enquiries@ofsted.gov.uk , tel: 0300 123 1231
- Supporting Children Team - South East area: sectorse@surreycc.gov.uk

This policy was adopted in October 2010 to be reviewed annually.

This policy was up dated September 2019 to be reviewed September 2020.

Signed by Owner _____ Manager _____