



Emergency Closure Procedure

Policy statement

An emergency is an event which threatens to disrupt the normal running of playgroup. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive. Emergencies may happen inside the playgroup or outside it, during session times or outside hours. The key to coping with an emergency is good planning and being prepared.

This procedure outlines the steps to be taken in case of an emergency to ensure good communication and orderly conduct, so that the welfare of the children, staff and other individuals is maintained. In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life and changing situations. However, this procedure gives a common approach which should make coping with an emergency easier.

Procedures

Preparation

All staff and committee should be familiar with the Emergency Closure Policy and a copy of it will be kept in playgroup at all times. A copy should also be kept by the chair.

In an emergency, there may not be access to the place where records are kept and so key details (child name/contact numbers/sessions attended) should also be kept securely with the procedure, off-site, by the Manager and the Committee Chair. The Manager is responsible for making sure that those details are kept up to date and that the Chair has a copy.

We prepare for emergencies by having an up to date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contacts lists up to date. The keeping of the records and lists will be carried out by a designated member of staff.

Action to take

In case of an emergency, the Manager or person in charge of the setting will take overall charge and all staff will work closely with that person.

Carlton Playgroup's contingency plan is as follows:

The priorities are:

1. The safety of the children;
2. The safety of the staff and other adults;
3. Minimising damage to the building;
4. Getting back to normal as soon as possible.

The Manager will decide whether or not the Presbytery should be evacuated and is responsible for calling the emergency services.

All staff should also be familiar with the process for calling the emergency services and be prepared to do so themselves if necessary. For example, if a fire is discovered in playgroup, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children.

If the Manager feels that the decision to close playgroup should be made early in the morning, the Manager will call the Chair or, where the Chair is not available, other members of the committee, to get authority to close.

Once this authority has been obtained, the Committee member will then call any other committee member as deemed necessary and will liaise with the Manager about informing parents/guardians.

As a general rule, the Manager is responsible for contacting the parents/carers. However, in the event that all staff including the Manager is required to ensure the safety and welfare of the children, this task will be carried out by the members of the Committee. In this instance, the Chair is responsible for dividing contact numbers between the committee members. If the Chair is not available, this task will go to the Secretary or the Treasurer.

In the event that evacuation is necessary, the children will be escorted to the local primary school, Carlton In Snaith Primary School and will remain there with fully qualified members of staff until they are collected in line with policy and procedure.

Closure information will also be added to our website.

Legal framework/Links to other policies

Safeguarding Children Policy
Equal Opportunities/Inclusion Policy
Key Person Policy
Drug, Alcohol and Smoking Policy
Data Protection

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	