

## **Thanet Early Years Project**

### **Emergency Closure Procedure**

On occasions, due to circumstances beyond our control it may be necessary for Thanet Early Years Project to close one or all its childcare settings temporarily. When making the decision to close, the person-in-charge (manager/supervisor/deputy) on the day, in consultation with the Project Manager, must give regard to the following issues: -

#### **Reasons for closure to children may include: -**

- ❖ Insufficient heating
- ❖ Outbreak of infectious disease (as identified by a qualified medical person)
- ❖ Unfit premises (e.g. Fire, flooding, vandalism)
- ❖ Seriously adverse weather conditions
- ❖ Terrorism (see Lockdown Evacuation Plan)
- ❖ Major incident
- ❖ No access to the premises, for example, closure of premises by Children's Centre

Once we have identified the reasons why the setting must close, it is essential that parents are contacted promptly to ensure unnecessary journeys are not undertaken. Parents should be given as much notice as possible to organise alternative childcare arrangements.

In the event of a setting closing after the session has started, staff must ensure all parents are contacted in the first instance. In the event of a parent not being available, staff should endeavour to use the emergency contact details, as recorded on children's registration forms. Head Office must also be informed where parents cannot be contacted.

Setting should have the following information to hand in case of emergency:

- Setting's evacuation policy/fire drill
- Means of contacting parents to ask them to collect children early or at short notice and a plan to deal with those children unable to leave the setting.
- Method to inform parents of the location of their children if an evacuation has occurred.
- Contact for support at Head Office to become a call centre.
- Contact for support with other agencies e.g. Social Services, Health.

**Please note: No less than 2 members of staff MUST remain on the premises/with the children until the last child has been collected.**

## **Major Emergency**

In the circumstances of a major emergency e.g. fire, settings are to follow their fire drill/evacuation procedure and the person in charge should notify the emergency services and Head Office.

## **Inclement Weather**

In the event of closure due to inclement weather, the setting manager must contact local radio stations where possible to inform of the setting closure and re-opening. Information on setting closures will also be posted on the TEYP website and Facebook page.

Whilst we expect staff to make all reasonable effort to attend work, there may be some occasions where this is not possible. If staff feel that it will not be possible or safe to travel to their normal place of work, staff should report into their nearest TEYP setting.

However, staff should not attempt any journey in bad weather that they consider would place them at risk. If this is the case, they must contact their setting **immediately**, or if they find that the setting is closed, they should contact Head Office on 01843 609630 and their line manager directly. Should there be no answer at Head Office, or the call goes to answer phone, staff must call the Project Manager on 01843 609634 for instructions.

**Please note**, where staff feel unsafe to drive to work they should, in the first instance, look at taking public transport.

## **Please also refer to the attached Winter Freeze Statement**

### **If setting is closed**

In the event of a setting closing, it is important to ensure, whenever possible, that staff make effective use of their time. This may include using the time to undertake any of the following tasks: -

- Check and clean resources
- Catch up on record keeping
- Catch up on staff supervision
- Staff and or planning meetings
- Working in other settings (if appropriate)

Alternatively, where applicable, staff may request unpaid leave. Please note these options will be at the discretion of the Project Manager in consultation with the setting manager.

If in any doubt of what to do, the person in charge should contact Head Office for confirmation.

Finally, Head Office **MUST** be informed immediately that your setting has closed unexpectedly and afforded details of how staff will use this time.