**Emergency Closure/Lockdown Procedure**

**Policy Statement**

Emmer Green Pre-school will endeavour to be open as stated in out Admissions Policy without disruption. Where disruption is unavoidable all involved in the setting will be kept informed and the setting will re-open at the earliest possible opportunity. In the unlikely event that the setting has to close at times other than scheduled in the normal opening hours and dates the policy will be applied to ensure that all involved in the setting have a clear understanding of the procedures which will take place.

**Procedure**

An emergency closure will be implemented in the following circumstances:

* When the building is out of action through accidental or malicious damage.
* When the building is out of action due to maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.

If we are given advice in closing our setting, it will be to stop the spread of pandemic flu/virus. If we are advised to do so by the Local Authority in the interest of Safeguarding children in our care it will be to limit the risk of catching or spreading it.

In the event of any of the above we will text out a message to all parents/staff and will keep them updated.

We will wash hands to limit the risk of catching it or spreading it and ask parents/carers to keep children at home until they are clear of symptoms.

* When an outbreak of illness within the setting requires closure in line with:

Public Health England

Ofsted Guidelines

Early Years Reading

* When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
* When bad weather makes it unsafe for the building to be accessed eg.snow and ice.

**Fees**

Where the setting has to close in an Emergency there will be no refunds of fees or swapping sessions.

Staff will take work home to do. Eg. Keyperson folders and planning.

**Lockdown Procedure**

Partial Lockdown – An Airborne hazard or an incident in the Community that is not of immediate danger but has the potential to develop into a tangible threat.

Full Lockdown – Is a suspicious person in close vicinity of the premises who prevents an immediate danger to children and staff or being advised to close due to Pandemic flu/virus.

Bomb Threat – Receipt of a suspicious package or a telephone call from someone who claims to have information about a bomb.

In the event of the above named threats happening, Emmer Green Pre-school will inform and liaise with the appropriate Emergency Services. All information regarding any of these threats will be recorded. Ofsted will be informed and any amendments made to the procedures.

In the event of a bomb threat the children will be taken to a safety building:

Emmer Green Primary School

St. Barnabus Church

The Hill Primary School

Eric Avenue

The parents will be contacted and asked to collect their child/children. Members of staff will stay with the children until all are collected.

For Partial or Full Lockdown the setting will lock all doors and windows. Staff will bring all children into the front office with the shutters down, or the quiet area/cloakroom depending on what the threat is and why there is a lockdown.

This policy was adopted by the Pre-school on .....................................................................

Signed on behalf of the committee ......................................................................................

Name of signatory ..................................................................................................................