

# The Children's Workshop

## **EMERGENCY CLOSURE POLICY**

The Children's Workshop will endeavour to be open from 8.45am to 1.45pm Monday - Friday during term times without disruption. Where disruption is unavoidable, all involved at the Children's Workshop will be kept informed and the Children's Workshop will reopen at the earliest opportunity.

There may be occasions when it will be necessary to close or evacuate the premises of The Children's Workshop.

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather
- The breakdown of the heating system.
- When the building is unusable due to required maintenance work.  
*Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.*
- When an outbreak of illness within the Children's Workshop community requires closure in line with Public Health England ([www.hpa.org.uk](http://www.hpa.org.uk)) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When an emergency occurs during the Pre-School session that requires the Children's Workshop to close early.

In the event of any of the above incidents occurring which requires the Children's Workshop not to open on a given session, the Managers will make contact with the families of the pre-school affected for that session in advance of the day where practical via our website, Facebook and by telephone contact. An A-board notice will additionally be placed outside the premises.

Where this is not practical, a member of the Management will be asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation.

The Manager will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Parents will be informed about how they can find out when the Children's Workshop will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

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## **Emergency closure after a session has started**

In the event of an emergency closure after the session has started, parents and carers will be informed by telephone that they are required to collect their child as soon as possible.

If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected. If too few staff are well enough to stay on the premises, members of the Management will be contacted and asked to stay on until the other children have been collected.

If the closure is due to an emergency that requires the building to be evacuated, the children will be safely evacuated according to the current Fire practice procedures (note Fire Safety Policy). Contact information for all the children will be taken out of the building alongside the daily register.

Once the building is evacuated, the Manager will ensure the relevant authorities/emergency services are called.

The children will then be taken to a place of safety until such time as parents and carers can collect them all. The Manager will contact the parents and carers of the children present. All staff will remain with the children during this time. Arrangements are in place for children to be accommodated nearby at the Orchard Infant School (0208 979 2945) or St Lawrence Junior School (0208 941 0846).

Should any of the above occur, fees will still have to be paid and regrettably will not be refunded. If this causes great hardship, a written application for a refund can be made to the Manager. Wherever possible, alternative sessions will be offered.