

Playtedz

Emergency Closure Policy

STATEMENT OF INTENT

Playtedz will endeavour to be open during school holidays at the dates given without disruption. Where disruption is unavoidable, all parents/carers will be kept informed and Playtedz will reopen at the earliest opportunity.

Aim

In the unlikely event that Playtedz has to close at times other than scheduled in the normal opening hours, the policy will be applied to ensure that all parents/carers have a clear understanding of the procedures which will take place.

Methods

An emergency/short notice closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather – see Bad Weather Policy
- 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 Playtedz community requires closure in line with Health Protection Agency (HPA) guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable support workers to children
- When an emergency occurs during a Playtedz session which requires Playtedz to close early.

In the event of any of the above incidents occurring which requires Playtedz not to open on a given session, the Management Team, Manager and Support Workers will make contact with the families affected for that session in advance of the day where practical.

Where this is not practical, the Manager or Support Worker 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/carers will be informed about how they can find out when Playtedz 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/carers informed.

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 to collect their children 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 Team will be contacted and asked to stay until the other children have been collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current Fire Drill procedures. 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 they can all be transported home or collected by parents and carers. The Manager will contact the parents and carers of the children present. All staff will remain with the children during this time.

This policy is reviewed and updated every year or when legislation changes.

Updated Jan 2017.