

# Emergency Closure Procedure

## Procedure

- Members of staff arrive at the playschool at 0900. The children arrive at 0930.
- On arrival, if the premises were unfit to use, the supervisor would contact the manager and/or committee chairperson by telephone, to request several members of the committee to arrive at the playschool to help contact parents or carers by telephone or visit their homes. The chairperson, once notified, will notify Ofsted of the closure by telephone.
- Notification of the closure would be posted on the playschool website.
- The staff would remain at the playschool until this procedure was complete.
- If any parent or carer could not be contacted the staff would remain until opening time to greet them and to explain.
- In the event of the playschool needing to close while the children were attending a session, the supervisor/manager would follow the telephone procedure from the 2<sup>nd</sup> bullet point. The children and staff would wait in the main hall of the Memorial Hall, if this was safe, or at the nearest fire point in the main carpark.

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on ..... (date)

Date to be reviewed ..... (date)

Signed on behalf of the committee .....

Name of signatory .....

Role of signatory .....