**OSCAR CLUB EMERGENCY CLOSURE POLICY**

Oscar Club will endeavour to be open as stated in our admissions policy without disruption. Where disruption is unavoidable, all involved in the setting will be kept informed and the setting will reopen at the earliest possible opportunity.

Aim

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.

Methods

An emergency closure will be implemented in the following circumstances:

* When the building is unusable through accidental or malicious damage.
* 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 setting requires closure in line with Health Protection Agency (HPA) 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 bad weather makes it unsafe for the building to be accessed eg. snow and ice.

In the event of any of the above incidents occurring which requires the setting to not open on a given morning, the manager will make contact with the families of the setting affected for that session in advance of the day where practical. 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. Initially this will be the Early Years Childcare and Extended Services team. Other parties who may need to be informed are Ofsted, Health Protection Agency, local health authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure. Parents will be informed about how they can find out when the setting 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.

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 the closure is due to an emergency which requires the building to be evacuated, the children will be safely evactuated 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. If Clipstone Brook Lower School has also been evacuated, the children will then be taken to Brooklands Middle School until they can all be 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.

Where the setting has to close in an emergency, the management will arrange for any funding from the local authority to be repaid if required, and for refunds to be made to any families who pay fees.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_