



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

1 of 2

EMERGENCY CLOSURE OF PRE-SCHOOL POLICY

In the event of a breakdown of essential services e.g. heating failure, loss of water supply, severe weather conditions or an illness epidemic, or terrorist activity the Pre-School's procedure is as follows:

The staff will follow a procedure that ensures a safe route to vacate the building and to either join with Isleham Primary School or as mentioned below go to 'The Beeches' Community Centre.

- As far as possible, parent/s/carer/s will be contacted by telephone and notified of closure and asked to collect their child/children as soon as possible.
- The Manager or Deputy Manager will inform Ofsted of any closure on tel: 0300 123 1232.
- If the setting has closed due to unforeseen circumstances then please seek information via our Web site.
- In cases of severe weather conditions, if the weather deteriorates during the day, you may be asked to collect your child/children early.
- If heavy snow falls overnight, please establish that the Pre-School is open before venturing out.
- Updates will be available via Radio Cambridgeshire and on our web site.

EMERGENCY PROTOCOL/LOCKDOWN

All of the pre-school staff know the code words. After these are spoken, we will pull group 1-6 Adult/child ratio. Looking to the Manager/Lead practitioner to decide on the safest way forward.

Lockdown – We will use a whistle (not our Fire Alarm) to gain the attention of the children and staff members, we will assess the situation and start our role- play based protocols (displayed on the inside cupboard of our main room and in the inside door of our first storage cupboard outside.

The protocol used will be under force majeure (when an extraordinary event or circumstances beyond the control of the parties e.g. war, strike, riot crime or act of God)

The People who will co-ordinate this are :

Jennie O'Sullivan – Manager

Andreea Harris – Deputy Manager



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BOMB OR TERROR ATTACK WITHOUT ANY PRIOR WARNING

The staff will get the children to take cover and protect them in the best possible way using tables etc. The procedure used will be under force majeure (when an extraordinary event or circumstances beyond the control of the parties e.g. war, strike, riot crime or act of God). The area will be risk assessed dynamically seeking to placate and preserve the lives by implementing our First Aid (Paediatric and Adult), Fire Safety Training and IOSH risk assessment Training – (all staff including trainees have up-to-date training). Accordingly, if a safe point of exit can be found, the staff will work together to effect a safe evacuation.

Bomb and Terror Attack with prior warning

We will use a whistle to gain the attention of all children and staff (we will not use our Fire Alarm – unless there is a fire hazard) then we will calmly assemble the children in the same way as when we go to our allotment or visit the School e.g. walking in pairs, dividing the staff members and forming small groups.

The staff will evacuate the building using the safest exits, risk assessing as we go. We may be located at Isleham Primary School (CB7 5RZ) or at ‘The Beeches’ Isleham (CB7 5RY) – Nevertheless, it could be that we need to find a different safe haven within the Village of Isleham. Jennie O’Sullivan, Andreea Harris and Ella Holt have the contact numbers for the key-holders of both mentioned venues – the said people will contact those venues to alert them of the Pre-School’s situation and our whereabouts. Once at a safe haven – we will contact the Police to check on the best place to assemble.

This has been agreed and understood by I.U.F.A. Committee and relates to the Emergency Closure policy.

This policy was reviewed at a meeting of the Pre-School held.....

Signed on behalf of the Pre-School

Review date.....Date Reviewed.....

Signed on behalf of the Pre-School.....



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