



## John Scottus Pre-School

### Emergency Closure Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 3: Parents and Families](#), [Síolta Standard 9: Health and Welfare](#)) ([National Standard 1: Information](#), [National Standard 2: Contract](#), [National Standard 5: Organisation and Management](#))

<b>Document Title:</b>	<b>Emergency Closure Policy</b>
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<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Management</b>
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#### Statement of Intent:

The service will endeavour to be open from 8:00am-1.30pm, Monday to Friday, 38 weeks of the year (excluding public holidays) without disruption. Where disruption is unavoidable, all involved in the service will be kept informed and the service will reopen at the earliest possible opportunity.

**Procedure:**

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 requires closure in line with the TUSLA recommendations.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children as per the Child Care Act 1991 (Early Years Services) Regulations 2016.
- When an emergency occurs during the opening hours which requires the service to close early.
- In the event of any of the above incidents occurring which requires the service to close on a given day, the Manager or designated person in charge will make contact with the families of the service affected for that day in advance where practical. Where this is not practical, the Manager or designated person in charge will remain at the building until such time as it can be determined that all the affected families have been made aware of the situation.
- Parents will be informed about how they can find out when the service will reopen and other 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 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 emergency services will be called.
- The children will then be taken to a place of safety until such time as they can all be collected by parents/designated person. Parents will be contacted by the person in charge. All staff will remain with the children during this time. If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.
- A record will be kept of any incidents and reported to TUSLA as required (see Accidents and Incidents policy for more information).