



Kilcreggan Early Learning and Childcare Centre



Emergency Closure / Evacuation of Premises Policy



UNCRC:

Article 3 Adults must do what is best for me

Article 28 I have the right to an education

Rationale

The safety and wellbeing of children and staff is of paramount importance. Premises can be closed in emergencies for a variety of reasons, most of which cannot be foreseen, e.g. severe weather, gas leaks, power outages etc. In these circumstances an effective communications network with parents should be maintained but the understanding of parents is sought given the unusual circumstances such conditions invariably bring.

Aims

- To ensure mutual trust between parents and providers so that emergency situations can be tackled in partnership
- To ensure decisions regarding closures should wherever possible be consistent with other similar provision in the local area
- To ensure that parents/carers are aware that in severe weather conditions parents should be able to keep their children at home if they have any safety concerns whatsoever
- To ensure that staff wellbeing both in travelling to / from the ELCC is maintained
- To ensure that emergency evacuation procedures are in place

Procedures

Kilcreggan ELCC follows closely the guidelines contained in the Argyll and Bute Standard Circulars and other relevant Health and Safety circulars:

Kilcreggan Primary ELCC

Updated Aug 2023



Kilcreggan Early Learning and Childcare Centre



- No. 1.21 Early Closure – Abnormal Temperatures
- No. 1.22 Early Closure – Inclement Weather

As a staff we will:

- Ensure that detailed arrangements for the emergency closure of the premises are publicised and made available to all parents
- Ensure that emergency contact details including mobile phone numbers where available are maintained
- Network with other centres to ensure that within our local area this consistent approach is taken
- Ensure that our handbook clearly outlines the procedures and the decision making process for emergency closures
- Issue separate information highlighting details of closures using methods such as local radio, text and expressions messages
- Recognise that we will have to remain on the premises until parents/carers collect the children
- Take into consideration a number of factors when making the decision to travel to / from premises including weather forecast, traffic advice and mode of transport to be used
- Consider, agree and record alternative work locations with other suitable premises
- Locate premises for use in the event of evacuation
- Ensure all staff, parents and carers are aware of the evacuation procedures of the ELCC

National Care Standards

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

4.15 I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.

4.16 I am supported and cared for by people I know so that I experience consistency and continuity



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Monitoring and Review

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.