

Emergency Closure Policy



Policy statement:

We aim to ensure that all children, adults and staff's safety and health is maintained at all times, this includes severe weather conditions or any form of power/heating problems.

We aim to ensure that are returned home safely, or asked not to attend if problems occur.

Procedures:

Severe Weather Conditions:

- [**The Pre-school Leader and chair will liaise with each other, and seek advice from the Shropshire Radio website, regarding travel news and school closures.**
- [**If it is deemed that the weather conditions would cause risk to travelling conditions, a decision will be made to close Pre-school.**
- [**Once a decision has been made, the Pre-school Leader or Deputy will contact BBC Shropshire Radio to put details out on their website and radio station**
- [**Parents will be requested to listen or log onto Shropshire Radio, when there are severe weather conditions, or to contact their child's key person for information**
- [**If weather conditions become severe during the day, the Leader and Chairperson will liaise, and make a decision on closure**
- [**If the decision is made to close, parents will be contacted, and asked to collect their children as soon as possible**
- [**Staff will ensure that all children have been collected, before closing the building**

Heating/power failure:

- [**If there is a problem with heating or power, which affects the environment making it unsafe or unhealthy, the Leader will liaise with the Chairperson to make a decision on closure.**

- [**If the decision is made to close, parents will be contacted by their child's Key Person**
- [**If the decision is made to close during a session, parents will be contacted to collect their children, as above.**

Fees and Staff wages:

- [**It is Pre-school's policy to continue to pay staff wages if the Pre-school is closed due to severe weather conditions.**
- [**Fees will not be reimbursed, however replacement sessions will be offered wherever possible.**

This policy was adopted at a meeting of
Held on
Date to be reviewed
Signed on behalf of the management
committee
Name of signatory
Role of signatory (Chairperson)

Little Explorers Pre-School

Chairperson