

Stower Vale Pre-school

Emergency Closure Policy

In the event that the Pre-school has to close at times other than scheduled holidays this policy will apply to ensure that all involved in the Pre-school has a clear understanding of the procedures which will take place.

Possible reasons for closure:

- When the building is unusable due to accidental or malicious damage.
- When an outbreak of illness within the Pre-school community requires closure in line with Health Protection agency (HPA) and ofsted guidelines.
- When illness levels within Staff body means it is impossible to maintain the correct child: Adult ratios.
- Emergency occurs during Pre-school which requires the Pre-school to close early.
- Closure due to snow and it is deemed unsafe to travel on small country roads approaching the Pre-school.

The decision to close the Pre-school/After School Club will be made by the Chairperson and Playleader together. The Playleader will notify all staff of decision and the Playleader & staff will immediately contact by telephone the parents of children attending the session on that day. The Playleader will also in case of snow closure contact Breeze FM to include the setting on their closure website & announcements on the radio.

'Closure after session has started'

Parents/carers will be contacted by telephone & asked to collect their child as soon as possible.

If closure is due to sickness, children & staff unaffected will remain on premises until all children are collected. If too few staff are well enough then committee members will be contacted & asked to stay with children until they are all collected.

The Pre-school will endeavour to stay open at all times, but in the event of unavoidable closure the Pre-school will re-open at the earliest opportunity.

Agreed by.....

Authorised signatory.....

Date.....

Date of review.....