

## 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 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 or text message the parents of children attending the session on that day.

'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: one year