

EMERGENCY CLOSURE / ADVERSE WEATHER

Statement of intent:

It is our intention to have clear guidelines and communication between staff, committee and parents in relation to our approach to an emergency closure due to snow, severe weather or other unexpected or planned event.

Aim:

We aim to ensure the safety of the Staff, children and Parents/carers when considering if or how the Pre-School will operate in snow or severe weather conditions. We will make every effort to keep Pre-School open and accessible to our children on their usual attendance days- however in certain circumstances this may not be possible and children may have to be sent home.

Methods:

- Closure of Rykneld Primary School will not necessarily mean the closure of Pre-School.
 - If a member of staff can walk to work and it is safe to do so they will be expected to attend work.
 - Pre-School will endeavour to ensure adequate staff are present in the event of anticipated numbers of children, still managing to attend.
 - Any member of staff who cannot attend Pre-school on foot (due to distance) and where conditions are unsafe to attend in a vehicle will notify of their nonattendance by 07.15am
 - If the Pre-School is unable to open due to conditions beyond its control-under health and safety reasons - any fees previously taken for the session will not be repaid.
 - Should it be necessary to close the Pre-School, then this closure period will be kept to the absolute minimum period possible.
 - The decision to close the Pre-School will be undertaken by the Manager or their deputy.
 - It would be necessary to close Pre-School if;
1. It becomes clear that insufficient staff will be able to attend to ensure the Health and Safety of the children and/or maintain required ratios.

2. The Pre-School site is not in a state to ensure the Health and Safety of the children and staff.

- If the weather becomes a problem during the Pre-School session, or where weather conditions are anticipated to become too hazardous to travel later, parent / carers will be contacted via the emergency contact details and asked to collect their children.

If there is a weather warning we will advise parents and remind them that they can contact us via the Pre-School numbers.

If the decision is taken to close the Pre-School before the commencement of the Pre-School Day then;

- We will contact parents/carers via our Tapestry system, a notice will be placed on the Pre-School door to update them on our intentions. We aim to do this by 8.15am where possible.
- We will inform OFSTED as soon as practicable on our decision to close.
- If appropriate a message will be set on the Pre-School Phone to advise on our opening intentions or any restrictions we have to impose. .
- A risk assessment will be carried out before the Pre-School reopens, or if the Pre-School remains open in adverse weather.

Emergency closure:

Any such incident which affects the whole Pre-School such as a power failure/ boiler breaking down or staff / Child ratios inadequately met due to staff absence / sickness.

The above procedures for notifying parents/ carers about the closure, or about collecting children early will be followed. It is not usually possible to foresee when an Emergency could force the Pre-School to suddenly close. To ensure your child's safety, please keep appropriate contact telephone number / emergency contact up to date.