

**General Safeguarding and Welfare Requirement: General Safeguarding and Welfare Requirement: Health**

The provider must promote the good health of children attending the setting

**Safety and suitability of premises, environment and equipment: Safety**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

## 8.11 Emergency Closure

### Policy statement

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions or where we have to close due to an illness epidemic, please refer to the procedures below:

### Procedures

- The final decision to close will be made between the Pre-School Leader and the Chair of the Management Committee and all parents/carers will be contacted.

The following notifications will be made:

- We will inform you by text message.
- We will update our Facebook page [www.facebook.com/SowoodPreSchool/](http://www.facebook.com/SowoodPreSchool/)
- We will update our website home page <http://sowoodpreschool.org/>
- Please listen to The Pulse 102.5 FM for updates or view <http://www.pulse.co.uk/>
- If Bowling Green Primary School is closed due to snow we will also close.
- In the event of heavy snowfall prior to the scheduled opening times, parents/carers should establish we are open before bringing their child (we will endeavour to stay open at all times unless we feel there are health and safety implications. Please send your child to Pre-School with appropriate footwear and clothing).
- In the event of severe weather conditions, staff may be advised not to make the journey to Pre-School. We will endeavour to have as many staff as possible at Pre-School if this situation arises, however if the staffing level is insufficient we will close.
- If weather conditions deteriorate or services breakdown during opening hours parents/carers may be asked to collect their child/children early. As far as possible, parents/carers will be contacted by telephone and asked to collect their child/children early. At least 2 members of staff will remain at Pre-School until all children have been collected.

- In the event of essential service breakdown or an illness epidemic, parents/carers should ensure we have re-opened before bringing their child/children (see above on how to gain closure information). We will endeavour to keep parents/carers informed.
- In the event of closure there will be no refund of fees for up to 5 days. However, the Management Committee reserve the right to use their discretion and will assess each situation as it arises.

This policy was adopted at a meeting of	<u>Sowood Pre-School</u>	name of provider
Held on	<u>September 2013</u>	(date)
Date to be reviewed	<u>September 2014</u>	(date)
Signed on behalf of the management committee	_____	
Name of signatory	<u>Mr Craig Binns</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	