



## **06. Emergency Policy**

### **Closure of Pre-School Procedure**

#### **Aims of Policy**

This policy outlines the procedures for those rare occasions where it may be necessary for the Pre-School to close unexpectedly for a short period. For example, adverse weather conditions (e.g. snow) and other forces of nature, significant staff illnesses or other unforeseen circumstances.

#### **Procedure for Closure**

##### **Snow**

In the event of snow, a decision to close the Pre-School will be made independently from the decision made by Seer Green School. The Pre-School follows the guidance and regulations set out by the Jubilee Hall Committee, who are the Pre-School landlords. Parents will be asked to consult the Pre-School closure list located at [www.bucksc.gov.uk](http://www.bucksc.gov.uk) or the Pre-School website [www.seergreenpreschool.co.uk](http://www.seergreenpreschool.co.uk).

##### **Other reason**

Should the Pre-School need to close unexpectedly for other reasons, the following procedure will apply for communicating to parents and staff:

- Pre-School Leader to call all staff due in that day/session and explain the situation to them.
- Pre-School Leader or Committee member (as practicable) to write a notice for the front door and place it in an easily seen position.
- The Committee Secretary and/or Committee Chairperson to start the process of telephoning all the children of the first session due in. The list is to be called in alphabetical order by year group according to the list of contact details maintained by the Admissions and Administration Manager.
- The Committee Secretary and/or Committee Chairperson will start the process for the second group due in on the closure day.

In the event of the closure lasting more than one day parents are requested to consult our website to confirm when the Pre-School will reopen.

As the payment of our staff, other expenses and the government funding are generally unaffected by such closures, any fees paid for these days will be non-refundable unless there are extenuating circumstances or we are covered by our insurance policy, in which case a decision will be made at committee level (eg if damage to the building leads to rebate of costs by our landlord) as to a possible refund.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

**UNCRC related article:**

**Number 19**

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.