



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, including pandemics.

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. In the case of Seer Green School shutting, the Pre-School will be closed due to staffing constraints.

The Pre-School follows the guidance and regulations set out by the Jubilee Hall Committee, who are the Pre-School landlords. Parents are asked to consult the closure list on www.buckscc.gov.uk or the Pre-School website 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 Manager to call all staff due in that day/session and explain the situation to them.
- Pre-School Manager or Committee member (as practical) 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 emailing all parents to inform them of the closure and provide any information that is relevant. The group email addresses should be used for this - sgpsschool20xx@googlegroups.com, where 20xx refers to the year the children go to school (so for youngers it will be 2 years forward of their start year).

Follow up phone calls may be required for some parents and these should be done, where needed, by the start time order and then alphabetically. These calls should be done by the Operations Manager or Pre-School Manager where possible, as they will hold contact information for the families.

- Additionally, the parents WhatsApp group and website should be updated as further means of communication to parents. The WhatsApp group can be updated by the Operations Manager or Committee Chairperson, and can refer to emails sent to provide consistency. The website, as a public facing tool, should be updated with the information needed to keep parents informed without sharing too many details, and therefore should not require frequent updating.

In the event of the closure lasting more than one day, parents are requested to consult our website, and check emails 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

June 2020 reviewed and updated

June 2021 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.