



## **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](http://www.buckscc.gov.uk) or the Pre-School website [www.seergreenpreschool.co.uk](http://www.seergreenpreschool.co.uk).

##### **Other reasons**

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, member or parent volunteer (as practical) to write a notice for the front door and place it in an easily seen position.
- The Operations Manager or Pre-School Manager will email 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](mailto: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).
- 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 Trustee Chairperson, and can refer to emails sent to provide consistency. Any parents or guardians who have declined to be on the WhatsApp group should ideally be telephoned separately by the Operations Manager or Pre-School Manager and informed of the closure. 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.
- The above messages and phone calls must, wherever possible, be sent/made as early as possible before Pre-School start time.

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 Trustee 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 (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*

*July 2022 reviewed*

*June 2023 reviewed*

*September 2024 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.