



Emergency Closure of Pre-School Policy

We endeavour to be open without disruption but where disruption is unavoidable all involved with the pre-school are kept informed and we will reopen at the earliest possible opportunity.

In the event of extreme weather, the preschool will endeavour to remain open, unless:

- The weather prevents enough members of the practitioner team from reaching the pre-school for it to be operational.
- Access to the pre-school is affected where it would be unsafe or unreasonable to expect parents to bring children in.
- The pre-school building is adversely affected – eg. No heating or water, etc.

During the adverse weather conditions Lavington Pre-school will consult on an ongoing basis with Dauntsey's Academy Primary School (DAPS) to ensure a consistent approach to safety procedures.

In the event of other emergencies, closure of the pre-school will be decided based on the following criteria:

- Is the building safe for children to occupy?
- Is the building 'habitable', eg. Is it heated, does it have water, power and suitable access?
- Are there enough staff members to be operational?

In the event of closure after a session has started, if safe to do so staff will remain on the premises with the children until they are all collected. Should it not be safe to remain onsite, all children and staff will evacuate (following the Fire evacuation procedure) to the School Hall.

The decision to close the pre-school will usually be made by the Manager, in consultation with the Chair and, when appropriate, in consultation with the Head of DAPS. Should this not be possible, the decision will be made by the Deputy Manager.

In the event of closure OFSTED and Wiltshire council Early Years Department will be notified by the manager

The Manager will be responsible for contacting the children and their families at home. This will be done by:

- Telephone
- Email
- Announcement on Spire FM/Heart FM if DAPS has closed.
- Social Media
- Notice on the Gate

In an emergency there may not be access to contact details for the families, so the key details (Children's name and contact details) will be kept off site securely on the office managers email as a password protected document.

Additionally, parents can ring the pre-school after 8:30 am. If no one answers, then it can be assumed that the pre-school is closed.

Where closure has involved issues of safety on site, the pre-school will remain closed until the site has been checked by a suitably qualified person, and parents will be notified when the pre-school will re-open.

Fees

In the event of closure of the pre-school, refunds for paid sessions will be at the discretion of the Pre-school Committee.

Also refer to The Covid Policy

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Emergency Closure Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Emergency Closure Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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