

# Emergency Closure Policy



## Policy statement:

**We aim to ensure that all children, adults and staff's safety and health is maintained at all times, this includes severe weather conditions or any form of power/heating problems.**

**We aim to ensure that are returned home safely, or asked not to attend if problems occur.**

## Procedures:

### Severe Weather Conditions:

- The Pre-school Manager and chair will liaise with each other, and seek advice from the Shropshire Radio website, regarding travel news and school closures.
- If it is deemed that the weather conditions would cause risk to travelling conditions, a decision will be made to close Pre-school.
- Once a decision has been made, the Pre-school Manager or Deputy will contact BBC Shropshire Radio to put details out on their website and radio station
- Parents will be requested to listen or log onto Shropshire Radio, when there are severe weather conditions, or to contact their child's key person for information
- If weather conditions become severe during the day, the Manager and Chairperson will liaise, and make a decision on closure
- If the decision is made to close, parents will be contacted, and asked to collect their children as soon as possible
- **Staff will ensure that all children have been collected, before closing the building**

### Heating/power failure:

- If there is a problem with heating or power, which affects the environment making it unsafe or unhealthy, the manager will liaise with the Chairperson to make a decision on closure.
- If the decision is made to close, parents will be contacted by a member of staff.
- If the decision is made to close during a session, parents will be contacted to collect their children, as above.

**Fees and Staff wages:**

- It is Pre-school's policy to continue to pay staff wages if the Pre-school is closed due to severe weather conditions.
- Fees will not be reimbursed, however replacement sessions will be offered wherever possible.