



Emergency Closure Policy

The committee and staff feel that there must be a clear and understood policy for the safety of the children if it is necessary to close the Pre-school in an Emergency, or if the children are required to go home earlier than expected.

1. CLOSURE OF PRESCHOOL IN BAD WEATHER

If possible a decision will be made the previous day, however this is not always practical. A decision will be made by 8am that morning.

Parents are requested to ring the following number AFTER 8am

PRE-SCHOOL MOBILE: 07815 679984

Please also check the website www.nestonpreschool.org.uk where a message will be posted, or facebook, or twitter.

PLEASE CHECK WE ARE OPEN BEFORE SETTING OUT

If the Pre-school needs to close during normal hours we will contact parents OR the emergency contact numbers. Children will be supervised until collected.

2. CLOSURE DURING OPENING HOURS

If it proves impossible to contact personal numbers for a particular child it may be necessary to send the child home with a willing adult/friend. This will be one of the emergency contact numbers held on file. This person would then be responsible for collecting the child AND contacting the parents.

PARENTS/ CARERS MUST ENSURE THAT THE PRE-SCHOOL ALWAYS HAS UP TO DATE CONTACT DETAILS – IT IS YOUR RESPONSIBILITY TO INFORM PRE-SCHOOL OF CHANGES TO MOBILE NUMBERS.

3. CLOSURE DUE TO STAFFING

It may be necessary to close the Pre-school due to staff illness OR due to insufficient ratios of qualified staff to children. In these cases parents/carers will be informed as soon as it is possible by telephone.

There can be unforeseen incidents and no policy can cover every situation. Our main concern is for the safety of the children in our care and we will ensure that they are looked after in a safe environment by qualified staff members.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 16 / 5 / 2016

Signed on behalf of the Management Committee

Print Name Joanna L Aldred

Role of Signatory Joint Chair

Date to be reviewed May 2017