



## 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, Breakfast or After School Club in an Emergency, or if the children are required to go home earlier than expected.

### 1. Closure of Preschool in Bad Weather or Other Unexpected Reasons

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**

PRESCHOOL - 07815 679 985

Please also check the website; [www.nestonpreschool.org.uk](http://www.nestonpreschool.org.uk) where a message will be posted. You can also check our facebook page.

### PLEASE CHECK WE ARE OPEN BEFORE SETTING OUT

If the Pre-School needs to close during normal working hours we will contact parents OR the emergency contact numbers. All children will be supervised until collected.

### 2. Closure of Breakfast OR After School Club in Bad Weather or Other Unexpected Reasons

If possible a decision will be made the previous day, however this is not always practical. A decision will be made based on advice given from Neston Primary School. Their emergency closure policy states:

“A decision to close the school would be made by the Head Teach after consultation with the Chair of Governors (if conditions made this possible). BBC Wiltshire and Heart Radio Wiltshire (97.2 and 102.2 FM) would be advised of the school’s closure as early as possible. We would also advise parents via text if the school had to close due to unforeseen circumstances”.

**Parents are requested to ring the following number AFTER 7am**

BREAKFAST & AFTER SCHOOL CLUB - 07538 355 157

Please also check the SCHOOL website [www.nestonprimary.co.uk](http://www.nestonprimary.co.uk) for updates.

If the Breakfast Club or After School Club needs to close during normal hours we will contact parents OR the emergency contact numbers. Children will be supervised until collected.

### PLEASE CHECK WE ARE OPEN BEFORE SETTING OUT

### **3. Closure During Opening Hours**

- 3.1 It may become necessary to close the Preschool/Breakfast/After School Club due to any reasons which could include, but is not limited to such things as; Boiler Breakdown/Gas Leak/Flood/Burst Pipes etc.
- 3.2 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.
- 3.3 PARENTS/CARERS MUST ENSURE THAT THE PRE-SCHOOL, BREAKFAST AND AFTER SCHOOL CLUB ALWAYS HAS UP TO DATE CONTACT DETAILS – IT IS YOUR RESPONSIBILITY TO INFORM PRE-SCHOOL OF CHANGES TO MOBILE NUMBERS.
- 3.4 Should a last minute Bank Holiday be announced by our Government or Local Governing Body sessions will remain payable as this is us being forced to close and not choosing to close.
- 3.5 Neston Memorial Hall is used by Wiltshire Council as a Polling Station. On these days Preschool, Breakfast and After School Club are forced to close. We will endeavour to move Breakfast and After School Club sessions to the local Church; however, this cannot be guaranteed. We will always give plenty of notice should voting be happening. Breakfast Club and After School Club sessions will still need to be paid for.

### **4. Closure Due to Staffing**

It may be necessary to close the Pre-School, Breakfast or After School Club due to staff 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.

### **5. Preschool Funded Children**

If your child is due to attend a funded Preschool session we will do our best to offer you an alternative session to make up for any lost funded hours. Hours that are paid for are non-refundable in the event of an Emergency Closure.

### **6. Overview of Emergency Closure Policy**

In the event that we need to close Pre-School, Breakfast or After School Club due to severe weather, staffing or any other unexpected reason we will communicate with you in the following way:

- Text
- Email
- Facebook

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Please be assured that whilst every effort will be made to keep sessions open, the safety of the children and staff is of paramount importance.

Please ensure that mobile telephone numbers and emergency contact information is kept up to date.

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<sup>th</sup> May 2016. The policy was reviewed and updated in January 2024..

Signed on behalf of the Management Committee:

Print Name: Lisa Heyde  
Role of Signatory: Chairperson  
Date to be reviewed: January 2025.