

Stalbridge Pre-School: Emergency Closure Procedure

It may be necessary to close the pre-school due to an emergency, this could be due to extreme weather circumstances, in response to a potential health epidemic, flood, fire or staff illness making it impossible to maintain required qualified adult: child ratios.

In the event of a closure due to an emergency we will aim to make parents/carers of children due to attend that session aware as soon as possible in the first instance, followed by other parent/carers if the closure is likely to be for more than one session.

We will:

- Contact you by telephone
- Put a notice on the Pre-school door (in case we are unable to contact everyone)
- Inform Midwest radio (extreme weather)

The decision to close due to an emergency will be made by the Chair Person and/or the Manager, in the event of a 'notifiable disease' this will be on the recommendation of our local Health Protection Unit (HPU). Any decision to close the Pre-School will have been made with the key issue being the health and safety of the children.

This Policy was reviewed/adopted at a committee meeting on:

Signed:

Role:

Date: