

## 8.7 Emergency closure and adverse weather policy.

### Policy Statement

In the event of unforeseen circumstances including adverse weather conditions, it may be necessary to close the pre-school without prior notice. The management team at Woodlands Pre-school will endeavour to make any decisions on the closure of the Pre-school by 7am.

There may be occasions when, due to unforeseen circumstances, Woodlands Pre-school may be forced to close for a limited time.

Possible reasons for closure could be (but not limited to):

- Weather – heavy snow, flooding etc. resulting in staff not being able to get to work, access to site is not safe or temperatures are prohibitively low to be outside all day;
- Outbreak of illness leading to not enough staff being able to maintain the staff-child ratio in nursery;
- Outbreak of contagious disease leading to closure of the pre-school to stop cross-contamination;
- Gas leak or power cut leading to lack of heating or light.

### Bad weather

In the event of heavy snowfall, which would make it hazardous for both staff and parents to travel or that we deem temperatures are simply far too low to safeguard children's welfare; the Management team will make the decision to close.

### Procedures

- They will take into consideration road and path conditions
- if there is a blanket of school closures in our area
- In the event of closure, we will use social media, Eylog, Pre-school's website and where possible send a text message.
- We will also inform local radio stations BBC Suffolk (95.5 FM, 95.9 FM, 103.9 FM,) who announce a list of all schools and Pre-school closures in the region.
- On occasions we might make the decision to delay the opening time of the Pre-school to ensure that staff and parents can travel here safely once the temperatures rise and it is lighter outside, again we will inform parents of this decision through the channels above and we will put a message on the Pre-school's Facebook page.

### Snow during the day

In the event of heavy snow fall during the Pre-school day that causes us to be concerned about children's and staff's welfare in relation to returning home, we will call parents for immediate collection and inform the local radio station as mentioned above.

### Other reasons for emergency closure

Should there be a need to close the pre-school prior to the session starting (due to unforeseen circumstances) the Management team and staff will endeavor to contact all parents as early as possible

to advise them of the closure and give an idea of when the pre-school will re-open. If staff are unable to contact all the parents/carers they will arrange for a notice to be displayed outside the premises or arrange for a representative to be at the premises at the time the setting is due to begin to inform and explain the situation to parents/carers who turn up.

In the case of an emergency closure during a pre-school session, the staff will ensure the complete safety of the children either in the main building or follow the evacuation procedure and evacuate them all to a safe area in the primary school behind us. Staff will contact parents/carers by telephone and request they come and collect their child within the hour and the management team will be there to greet them. If parents cannot be reached, then the emergency contacts from the child's registration form will be contacted. It is **VITAL** that correct contact numbers are kept up to date. The management team will stay with the children until they have all been collected.

In the event of an evacuation, our **8.4 Fire safety and emergency evacuation** policy will be followed. A member of the management team will collect the "Grab Bag" which contains a first aid kit, a list of up to date contact numbers, doctor's surgery's etc. They will also collect a mobile, register, pen

The Woodlands Pre-school will not refund fees due to any events outside its reasonable control. These include, without limitation, any act deemed to be *force majeure*, fire, war, acts of terrorism, strikes or other industrial action, infectious diseases, epidemics, severe weather (e.g. snow, flooding and storms). If parents would like to discuss any of the above further then a request for a meeting with the chair – person needs to be made.

It is always difficult to make the right decision due to the unpredictability of the weather; we will always aim to do this as quickly as possible. We understand the difficulties caused to parents of a unplanned closure and will do all we can to keep these to an absolute minimum.

Any parent who is concerned about their child attending Woodlands Pre-school during adverse weather conditions is welcome to collect their child at any time, Please rest assured that any decisions taken will be based around ensuring that your children and our staff are kept as safe as possible.