Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

4.10 Emergency Closure Procedure

In the event of an emergency closure, the following procedure will be put into action in order to notify parents.

In such an event, all effort will be made to contact parents directly. This may be done via phone call, tapestry or announcement on Facebook. The staff and committee will liaise closely to ensure that all parents are informed at the earliest possible opportunity.

An emergency closure may be called due to; extreme weather circumstances, potential health epidemics or to other unforeseen circumstances.

If such a decision has to be taken, the key factor will be the health and safety of the children. We will also need to consider the staff's ability to get in to work, ensuring that we meet minimum ratios.

In the event of an emergency closure the Pre-School reserves the right to charge for sessions as normal.

This policy was adopted by	Stowey Bears Pre-school	*(name of provider)*
On		*(date)*
Date to be reviewed	Review annually	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

1. Snow and Adverse Weather/conditions.

The safety of our children, staff & the families who use our setting, is of the utmost importance to us. We will therefore endeavour to remain open where possible during bad weather, or other adverse conditions that affect operational running, but this will heavily depend upon a number of circumstances.

If adverse conditions are predicted we may make the decision to close the Preschool the following day. In this situation, each child's primary contact will be individually contacted, by email or telephone, to notify them of the closure. Staff would be notified, if not in person, then by these methods also.

If the Preschool remains open during adverse conditions, we will aim to operate as normal for as long as possible. However, we may make the decision to open later or close earlier, depending on: how many staff members are able to work/safely travel to & from work, the Preschool building both inside & outside being accessible & safe, & the temperature being suitable for the children when inside. We will keep staff & parents updated via tapestry/Facebook throughout the day. It should be noted that we cannot remain open unless the minimum correct adult: child ratios can be met. Therefore, if the Preschool opens & only a certain number of staff members are able to work on the day, unfortunately the children that we are able to accept on that day will be based on a first come, first serve basis.

If the Preschool is open as normal & we experience adverse conditions during the day, the Preschool Manager, Committee & Tina will have the final judgement on whether the Preschool remains open for the day, & for how long. We will take into consideration any local school closures, along with the local area forecast, as well as following any relevant Local Authority &/or government instruction/guidelines. We will also monitor closely the services available by public transport. The safety of everyone accessing the Preschool is the most important thing, & if we feel parents need to start collecting their children earlier than usual in order to get home safely, phone calls will be made to all parents to inform them of our decision.

Staff members will be sent home in order of distance or personal circumstances, but only as & when ratios within the Preschool allow it. These decisions will be made at the discretion of the Management team.

Snow specifically, can be very exciting for the children & we like to be able to make these times fun for them & incorporate learning opportunities. To this end, we ask that children attending Preschool when snow is forecast &/or evident, are sent in appropriate clothing with suitable outerwear & footwear as it is more than likely that they will go outside to play during their time at Preschool. As always, all items should be name-labelled.

Most of the time travel & the operation of the Preschool can remain normal, but we ask that all parents understand the need for safety when faced with bad weather. We suggest that when it does snow, that staff & parents give themselves ample time to make their way to & from the setting, & that they travel as safely as possible. If driving, we recommend using, & parking on, main

roads wherever possible. We will do our best to ensure that our car parks (where applicable) & approaches/pathways are cleared & gritted to assist accessibility.
Please note that there will be no refunds offered for any closures or alterations to opening hours for the reasons detailed above. We do not take the decision to close our settings lightly & would only ever do so under extreme unavoidable conditions.

2. Loss of Services – Water / Gas / Electric