



## Poor Weather and Emergency Closure Policy

**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.

### Policy Statement

If for any reason we have to close Whitchurch Pre-School, it is our intent that a fair decision for all will be made at the earliest opportunity. This policy will be implemented in discussion between the Pre-School Manager and the Chair/Committee.

The most common reason for closing the pre-school is due to severe weather conditions, however we may also consider this action where the safety or wellbeing of staff, children and their families may be at risk.

### Procedures

- The Manager will consider the safety of opening the pre-school in times of adverse weather, taking into account travel conditions, the likelihood of staff being able to attend, and any adverse risk to staff and children.
- The Pre-School Manager will discuss the reasons for closure with the Committee Chair before making a decision. Any decision to close will be made by 7.45am, or as appropriate.
- The Manager will notify all parents through the Pre-School Facebook page by 8am, or when the closure decision is made as appropriate. All parents are encouraged to regularly view the page and especially in poor weather conditions.
- On occasions of emergency closure for any other reason, pre-school staff will notify all parents on the Facebook page, by telephone and/or email at the earliest opportunity.
- The cost of these telephone calls will be refunded to staff to a maximum of £1 per day per staff member, unless exceptional circumstances. Staff will annotate the cost of the telephone calls on time sheets for refund at the end of the month with wages.
- All staff members are expected to make reasonable efforts to attend work. If Pre-School opens, staff will not be paid wages if they do not attend unless exceptional circumstances. If Pre-School remains closed, staff will be paid normal rota hours for the day.

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated.....15/6/18.....(date)

Signed.....H Roberts .....