

Banwell Buddies Emergency Closure Policy

Policy Statement

Statement of intent:

In the event of severe weather disruption, or other events, Banwell Buddies will always consider the safety of our children, staff and families. We will stay open wherever possible however, where necessity dictates the decision to close the setting will be made as quickly as possible. Considerations will be made to the accessibility of the preschool building, if we can sufficiently heat the building, if staff can travel to preschool, and if we are able to provide our usual heated hot meal option.

Aim:

To ensure Banwell Buddies have clear and practical procedures in place if severe weather or other events such as maintenance issues necessitate the last-minute closure of the preschool.

Procedures:

- In the event of severe weather, the Lead Early Years Educator and Business Co-ordinator will make the decision to close the setting as early as possible and aim for no later than 8.15am.
- Once that decision has been made, parents will be notified via text message, using the Textburst system. Posts will also be published on the home page of our website and on our Facebook page.
- The Lead Early Years Educator and Business Co-ordinator will have log in details of Facebook, Textburst and Vistaprint in order to access these systems remotely.
- It is the responsibility of parents/carers to keep Banwell Buddies up to date with their current mobile numbers, and to check Facebook and the website for updates.
- Banwell Buddies will issue a policy reminder letter each academic year.
- All staff working that day will be informed by the Leader/Manager.
- If the decision is made to close the setting during the day due to severe weather or other emergency events, parents will be informed via the above methods. They will be asked to collect their child/children or send someone from their child's emergency contact list as soon as possible.
- If a parent or emergency contact cannot be reached, the Non-Collection of Children Policy will be followed.
- If the preschool is forced to close, the refunding of session fees and service charges will be at the discretion of the Manager. Funded sessions are not transferable.

This policy was adopted at a staff meeting

Held in July 2019

Date to be reviewed -----

Signed on behalf of the Management Committee



Name of signatory

Carole Cragg

Role of signatory

Chair

