



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

EMERGENCY CLOSURE POLICY

Parents/Staff Pack

Here at Humpty Dumpty Pre-school every effort is made to ensure that we remain open for every session. Unfortunately there are occasions such as adverse weather conditions that necessitate in the school being closed.

Set out below are our procedures in dealing with any Emergency Closure.

Adverse Weather Conditions

Every effort will be made by staff to reach the school in adverse weather conditions.

Where staff have substantial distances to travel, consideration will be given to the safety of these journeys.

If it is felt that it will be impossible or dangerous for staff to attempt their journey they must inform the Manager by 7.30am

The decision to close the Pre-school will be taken by the Manager if:

- It becomes clear that there are insufficient staff to ensure the Health and Safety of the children by maintain child/staff ratio.
- The adverse weather is forecast to deteriorate throughout the day
- The temperature becomes below 16C and we can't get the hall any warmer.
- The premises is not in a fit state to ensure Health and Safety of the children or staff (i.e. footpaths and roadways are not cleared)

If the weather becomes a problem during opening times and it is anticipated that conditions will be too dangerous to travel later, parents will be contacted to come and collect their child early and a decision will be made to close the school.

Sufficient staff will remain at the Pre-school until all the children have been collected.

Any decision to close the Pre-school at the start of the day will be notified to parents as follows:

- A notice will be placed on our Facebook page.
- Parents will be text announcing any closures.

In the event of the Pre-school being closed, refunds will not be given. Parents will be offered another session providing sufficient spaces are available.

If the school remains open, parents will make their own decision as to whether or not it is safe to travel.

Humpty Dumpty Pre-school will not insist that children attend just because the school is open for business.

Parents will not be given refunds if they make the decision not to attend.

Other Emergency Closures

The above procedures will also be followed in the event of other outside influences that may necessitate in the closure of the Pre-school such as:

- Power failures/heating breakdowns in cold weather
- Significant staff sickness making staff to child ratios unobtainable.

Every effort will be made to make sure that Humpty Dumpty Pre-school remains open at all times.

This policy was reviewed and updated January 2018
It will be renewed annually.