

Emergency Closure Policy

Statement

There may be occasions when the pre-school has no alternative, but to close. Examples of this may include staff illness, contagious or infectious illness amongst the children, a failure in the heating, power or water supply to the pre-school premises or severe weather.

Procedure

Should we have to close after the pre-school session has started we will contact the first named person on a child's emergency contact list and if they are unavailable continue through the list of the other named persons on their form.

If we have enough notice of an emergency closure (e.g. the night before or before 8.00 a.m. for the morning session or 11.15 am for the afternoon session) we will aim to telephone parents and carers prior to their leaving home.

Aldborough Primary School acts as our contingency in the event of an emergency when there are only two members of staff in the setting. In the event of severe weather, we follow the school's decision to close and will close as well. Parents and carers can find out if the school is closed by listening to the school closure announcements on local radio and visiting the Norfolk County Council Schools Closures page online. There is also a system whereby parents can register to receive either text or emails when Aldborough School is closed. Visit www.norfolk.gov.uk/disruptions; choose a school from the list and enter either an email address or mobile number and follow the instructions. Please note there is a charge for the text service, but not for email notification.

In the event of a closure, where it is not possible to contact parents and carers from the setting the Pre-School Leader will contact the parents from home. The leader must follow the procedure detailed below:

- A copy of each child's phone number and email address must be kept in a secure place in the Pre-School Leader's home in a sealed envelope signed by an officer of the Committee and the Leader.
- If the contact list needs to be used the Pre-School Leader must inform the Chair and Secretary of the Management Committee and the other staff.
- The contact list must be brought back into the setting at the earliest opportunity to be resealed and signed.
- Emails must be sent by Stepping Stones email remotely to undisclosed recipients (ie BCC).