

Emergency Closure Policy

Policy statement

There are certain circumstances which could result in the Barkway Preschool having to be closed with little or no notice. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In order to achieve this aim, we operate the following Emergency Closure Policy.

Procedures

Bad Weather

- Should we have heavy snowfall/ice, which would make it hazardous for both staff and parents to travel, the preschool will speak to the school about possible closure for that day.
- The Leader, School Head and Chair will make a decision and contact all other staff members before 7:30am to let them know.

If you wake up to heavy snowfall, please follow these instructions:

- All parents/carers please check Tapestry, your emails/texts/Facebook.
- Alternatively, telephone/text preschool on **07964 151288** after 7:30am
- You will then be told if Preschool intends to open.

Should severe weather occur during a session, the staff will contact parents/carers to come and collect their children. Please let us know of any changes in your contact numbers.

Heating breakdown/power cut

- Should the heating system breakdown, the Chair or Leader will make a decision about whether it is warm enough and safe enough to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.
- Two members of staff will remain with the children until all of them have been collected.

Other need for emergency closure

Should there be any other need for the Preschool to close, the following procedure will be followed:

- The Chair/Leader and staff, will contact the parents/carers of the children present and at least two members of staff will remain on the premises, if it is safe to do so, with the children until they have all been collected. Should it not be safe, all children and staff will re-locate

to emergency premises, where shelter will be provided for the group.

- If we need to make the decision to close before a session has begun, the Chair/Leader will endeavour to contact the parent/carer of all the children due to attend that day. If she is unable to make contact with all those parents/carers, she will arrange a notice to be displayed outside the premises, or arrange for a representative to be present at the time a session is due to begin to inform those remaining parents/carers.
- Depending on the exact circumstances of the need for closure, refunds for 'closed' or 'partial' sessions will only be given at the discretion of the Chair.

This policy was adopted by

Barkway Preschool

On

September 2026 (date)

Date to be reviewed

When Needed (date)