

## **Emergency Closure Policy**

### **1. Introduction**

It may be necessary to close Tiny steps preschool for a variety of reasons including:

- Severe weather including snow, flooding or storms
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage

Tiny steps preschool will, however, endeavour to remain open where possible. However, we have to consider the safety of all our children and staff. Our preschool contingency plans are communicated to staff, parents and carers and is available on our website.

### **2. Closure Before the Start of the Preschool Day**

The decision to close the Preschool will normally rest with the Managers, Connie Bryson and Helen Heath. The decision shall be made where possible before 7.30 am and on the basis of information received from:

- The Media about the weather, condition of the roads and paths and public transport
- Immediate observation, either personally or from staff members (eg Site Team) better placed to make such observations
- through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close the Preschool are likely to be:

- access to the Preschool, i.e. road conditions (obstructions, snow, ice, flooding etc).
- Breakdown of Preschool essential services (heating, electrical services, water, storm damage etc
- specific advice received from the Local Authority, Police etc.

The managers will advise staff via the staff whatsapp group or failing that, through their personal phone numbers.

In event of bad weather, parents should check whether the preschool is open before travelling to the site. There are a number of ways to confirm whether the preschool is open or closed.

- Tiny steps Facebook Page
- Tiny steps Website

### **3. During the Preschool Day Closure Guidance**

On occasions it may be necessary for the preschool to close during the day i.e. if the weather is deteriorating and there is doubt as to whether children can be returned home later in the day. In such cases the Preschool will ensure that:

- the preschool contacts parents/carers directly to notify them of the decision to close and to arrange to collect their child. Under these conditions we will take verbal permission for their child/children to be collected by a nominated named adult – passwords will be required before a child will be left to leave with the nominated adults.
- Facebook updates
- Facebook messages
- Notices on the website
- Children who have no access to home remain in preschool until either collected or until parents/carers contact the preschool with alternative arrangements.

#### **4. Staff Attendance**

Although it is recognised that severe weather conditions make it difficult for some staff to get to and from work, the expectation is that staff will present themselves for work unless advised by the preschool managers. They will assess whether there are sufficient staff present in preschool for the preschool to be opened/remain open safely abiding by adult/child ratios (age related).

#### **5. Clearance of Snow**

Within the preschool site, the preschool is responsible for snow clearance and the clearing of approach path is the specific task of the Managers. When severe weather is forecast, salt will be laid to the arrival path.

#### **6. In the Event of Preschool Being Closed**

If the preschool is closed it is the responsibility of the Managers to ensure that the following events happen:

- The preschool website and Facebook pages are updated
- The staff are notified in a timely manner
- Notices are placed on both school entrances advising visitors, parents and pupils that preschool is closed
- The preschool is appropriately staffed to deal with any pupils who are not able to be collected during the day in the event of closure.

\*These tasks do not all have to be completed by the manager although they have the overall responsibility for ensuring each has been carried out.

Adopted September 2021

Review September 2022

Signed: Connie Bryson  
Owner/manager