

# **Adverse Weather and Unplanned Closures Policy**

## **Policy Statement**

We want the children at Preston Community Pre-school to be able to use our facilities and provide continuity of care during school term times.

Aim: We aim to open regularly within school term times

We aim to offer thirty-eight weeks a year of pre-school education.

## **Procedures**

Preston Community Preschool will remain open during term time whenever it is safe to do so. To do so we must meet the following criteria:

- The EYFS welfare requirements
- Our insurance policy
- The number of appropriately qualified staff available
- Appropriate staff /child ratios
- The physical environment of our setting (risk assessment)
- Our ability to safeguard the children in our care in the event of a critical incident

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:

- Problems with the building (e.g. heating or lighting failure etc.).
- Accidental damage or vandalism to the setting making it unfit for purpose.
- Failure in the supply of services (water, sewerage, electricity, gas).
- Being unable to staff a session with sufficient staff to meet the minimum staff to children ratios.
- Extreme weather conditions such as snow, flood or storm.
- Unexpected closure of a session

On discovering that a scheduled session is not able to run, the following procedure will start:

- The first member of staff on site will inform the Manager/ Chairperson. If needed the emergency services would also be contacted.
- The manager or deputy will contact parents immediately to inform of session closure and reason.
- In the event of extreme weather, parents should check the MET office website, and listen to local radio for further information.
- Unexpected closure poster will be displayed on the main door.
- The manager or deputy will inform Ofsted and, if necessary, the insurance company.

Closure during a session:

- Parents will be contacted to collect their children.
- In the event of the preschool being forced to close, we will aim to contact Parents/Carers by telephone or email whenever possible.

In the event of closure with regards payments, the following procedures will be taken:

- If staff cannot get into work (due to childcare etc.) then time is owed back, or taken as unpaid leave.

- Staff may be able to work from home, but this will need to be negotiated on a case by case basis.
- If the committee make the decision to close pre-school (due to exceptional circumstances), then staff will get paid, but we will not pay hall hire if there are problems with the building.
- If parents can get in, but the committee have closed pre-school, then fee paying parents will be offered an alternative session wherever possible. This will be calculated by the administrator. If this becomes impossible we will offer a refund at this point.
- If the preschool is open but parents are not able to get in, no refund will be offered.

All the undertakings above are subject to the paramount commitment of the preschool, which is to the safety and well-being of the child.

This policy was adopted by

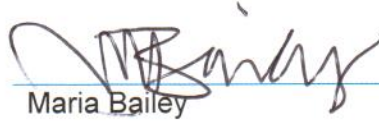
Preston Community Preschool

Date

06/03/2020

Date to be reviewed

Signed on behalf of the management committee



Name of signatory

Maria Bailey

Role of signatory (e.g. chair/owner)

Chair of Trustees