

# Emergency Closure and Severe Weather Policy

The Owner/Manager will be responsible in making the final decision to close.

In the event of an emergency closure and severe weather:

- The Manager/Owner will email/text all parents and staff.
- We will also update our Facebook page to inform parents.
- We will try to give plenty of notice if the closure is to be enforced in the mornings.
- The Manager/Owner to place an announcement with the local radio station "Heart FM" on 0118 9288880.
- In the event that parents are delayed in getting to the Pre-school to pick up their child then the correct staff:child ratio should be maintained. The Manager plus one qualified member of staff will remain where there is only one child.
- If parents telephone, due to delay, they should be reassured of their child's well-being and asked if there is any other person who could pick up their child, reminding them to send that person with their personal password.
- In extreme situations, Ofsted will be informed for advice; the Police and Fire Services may be contacted by staff to help in any other emergency.

All staff have to be able to get to the nursery for us to open as we are regulated by the number of staff to children by Ofsted, so we might have to enforce a closure if we cannot meet the ratios. It would need to be severe for us not to be able to attend.

Closures will be recorded in our incident folder.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner