**Emergency Closure Policy**

**1. Introduction**

It may be necessary to close Jack and Jill 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

Jack and Jill 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 and information available on our Facebook page.

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

The decision to close the Preschool will normally rest with the Manager (Bekki Barker) in consultation with the Chairs (Laura Collier) 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 manager will advise staff through the emergency telephone tree (see attachment for further guidance)

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.

* Listen for lists of school closures on local radio
* BBC Radio Oxford 95.2F
* Heart FM 102.6FM
* Check the list of school closures on the Oxfordshire County Council Website.
* [www.oxfordshire.gov.uk/cms/content/school-closures](http://www.oxfordshire.gov.uk/cms/content/school-closures)
* Jack and Jill Facebook Page
* Jack and Jill 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.
* advises local radio and uses the School Website to inform of early closure
* 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 to the contrary by the Manager or Chair. 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 Manager (Deputy in absence). 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 Manager (in consultation with Chairs) to ensure that the following events happen:

• The decision is ratified with the Chairs

• The preschool website and Facebook pages are updated (BB)

• The telephone tree is activated to inform staff (BB)

• The information is passed to relevant media agencies as soon as possible (LC OR BB)

• Notices are placed on both school entrances advising visitors, parents and pupils that preschool is closed (BB)

• 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. (BB)

\*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 and reporting to the Chair. If for any reason any of the above cannot be carried out by the nominated person, the Chair must be notified as soon as possible for arrangements to be made.

Adopted August 2023

Review August 2024

Signed: Laura Collier

Chair for the preschool