



Brenchley Pre-School Limited

Emergency Procedure Policy of closure of pre-school

Statement of intent

The following procedure should be followed if a situation occurs which requires the pre-school to be closed at short notice.

Situations may be -

- Weather conditions do not permit pre school to open
- Emergency services enforce closure due to safety issues ie gas leak, burst pipes, flood etc
- Brenchley & Matfield CofE Primary School suggest closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit pre-school to open.
- Pandemic Flu or other outbreaks of infectious diseases
- **Partial or Full Lockdown**

Aims

To ensure that all parents/carers and staff are notified accordingly.

Methods

Preliminary

Manager to decide closure and discuss with Health & Safety Officer, and Committee Chair, also negotiate or liaise with Primary School

If known, prior to date

Issue notice to parents/carers of expected date of closure and advise them to listen to the following radio stations for further information.

Severe Weather Policy to be sent out to parents prior to winter months.

Contact

Parents can register with KCC to get Closure alerts

<https://www.kentclosures.co.uk/>

Parents and Carers to be contacted by

- Email
- Tapestry
- Facebook
- Telephone
- KCC School Closures

Staff & students by telephone as soon as possible

Fees –

- Due to our charitable status fees will not be refunded if the Pre-school has to close for any of the reasons specified in this policy.

Who is responsible	Who to contact	What for
Manager	Health & Safety Officer	Telephone/Email/Tapestry to advise Closure
Manager	Administrator, Deputy, Chair of Committee Staff & students	Telephone/Email/Tapestry to advise Closure
Manager	Parent/carers	Issue written notice of closure, if applicable
Manager	Parents/carers	Telephone/Email/Tapestry to advise Closure
Manager/Deputy	KCC School Closures	Announcement

This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited