

## **Pre-School at St Saviours**

### **Policy on Emergency Closure**

Pre School at St Saviours acknowledge that they will not be under any liability or responsibility to the Parent or Child in respect of any temporary interruption in or temporary failure of or delay in providing sessional care provision. If such failure or delay is caused by the temporary unavailability of staff, building or maintenance work to the Pre-School, fire, abnormal weather conditions, Government action or regulations or by enforced closure following medical advice during an epidemic or influenza pandemic or by some other cause beyond the reasonable control of Pre-School at St Saviours no recompense will be made.

If there is an outbreak of any notifiable diseases Ofsted would be informed and we would act on any advice given by the Health Protection Agency.

If we had to close the setting in an emergency and had to leave the building immediately we would follow the same procedure as our Fire Evacuation Procedure. This is practiced every half term to ensure all staff know their role.

### **BAD WEATHER**

In the event of the setting having to close due to bad weather for example heavy snow, parents/carers be will informed of this via our website [www.preschoolatstsaviours.co.uk](http://www.preschoolatstsaviours.co.uk), Eagle Radio 96.4FM or by visiting their website [www.964eagle.co.uk](http://www.964eagle.co.uk). The relevant information will be issued each day via this website until we re-open. If you are unable to access these websites please call us on 07903 609172 after 7.30am. The decision whether to open or not will be made by 7.30am on the relevant morning.

In all other events where closure is necessary Parents will be informed by telephone on the first day of closure and then informed when we will be re-opening by a phone call.

Staff will be informed of any closures via a telephone call or text.

In the event of the setting closing due to bad weather or for any other reason, North West Early Education and Childcare Advisory Team will be

contacted [SectorNW@surreycc.gov.uk](mailto:SectorNW@surreycc.gov.uk) on the first day and again on the day we reopen.

In the event of the setting closing for a notifiable reason Ofsted will be informed, email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or call 0300 123 1231.

Any closure would be recorded in our incident book.

Signed on behalf of the Partnership

October 2019

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Jeanette Samuel -  
Partner