

Early Years
Centre
Emergency
Closure Policy
V.2

June 15

2014

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J:/StudentServices/DepartmentResources/StudentServicesPoliciesandProcedures/
EmergencyClosurePolicy June 2012 V.2

Impact Assessed:

Update due:
May 2015

Policy

Title: Emergency Closure

From: Early Years Centre

**Date: 20th August 2010;
reviewed
2nd May 2014**

Occasionally a situation will arise when the Centre will need to implement its emergency procedure and temporarily close. When such a situation occurs it is important that the necessary information is passed to parents and staff as quickly as possible.

The Centre Manager, or in their absence the Early years Co-ordinator, has the power to close the setting if it is not possible to guarantee the health and safety of the children or staff.

In the event of significant staff sickness, the Centre will close if we are unable to maintain sufficient child/staff ratios. Every effort will be made to make sure that the Centre remains open at all times.

Whenever possible notice of closure will be broadcast on the following radio stations:-

BBC Radio Solent 96.1FM, 103.2FM, DAB

Depending on the exact circumstances of the need for closure refunds for 'closed' or 'partial' sessions will only be given at the discretion of the Centre Manager.

If the weather becomes a problem during opening times and it is anticipated that conditions will be too dangerous to travel later, parents will be contacted to come and collect their child early and a decision will be made to close the Centre. The Manager will ensure that sufficient staff remain onsite until all the children have been collected.