

Wendens Ambo Pre-School

Extreme Weather Policy

Statement of intent

At Wendens Ambo Pre-School we believe that the care, health and safety of all children and staff, both on and off the premises, is of paramount importance. We make every effort to keep our setting open. However if not enough staff can travel into Pre-School, or we do not consider the Pre-School to be a safe environment for children and staff to be in, we will have to close on that day.

Aim

The aim of this policy is to inform all staff, volunteers and parents/carers of the procedures we will follow in the event of extreme weather, including severe heat waves and snowy days, where staff cannot get to Pre-School or it is not safe for children to attend Pre-School owing to extreme temperatures or weather conditions.

Methods

- **The decision to close the Pre-School will be decided between the Chair and the Manager. If the Manager cannot be contacted the Chair and the Deputy Manager will make the decision to close.**
- **If it is agreed to close the Pre-School due to extreme weather, the Manager and/or Deputy Manager will contact every member of staff before 8.15am to advise that the Pre-School is closed. This will then start a phone chain whereby staff will contact parents/carers.**
- **Each parent/carer will be contacted either on their mobile phone or home phone and where the parent/carer cannot be reached a message will be left.**
- **The Manager or Chair will also send an email out to parents to let them know that the Pre-School will be closed and why.**
- **The Manager, staff or a member of the Committee will post a message on the Wendens Ambo Pre-School Facebook page letting parents on Facebook know that the Pre-School will be closed.**
- **This system will be reviewed daily in accordance with the weather conditions.**

After a review by the Committee Members and Staff this policy was adopted

on: _____

Signed on behalf of the Management

Committee: _____

Name of Signatory: _____

Role of signatory: _____