

13. Closing the Group in an Emergency

In very exceptional circumstances, the Group may need to be closed at very short notice. The highest priority of management and staff is the safety of the children.

Circumstances when the Group may need to close at very short notice could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Terrorist threat
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Leader and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Severe weather policy

There will be times when the Group is unable to open due to severe weather. The Group will take their lead from the school on this matter and will not be open when the School is closed due to severe weather conditions. Information on pre-school and school closures in severe weather can be found in the local media, i.e. local radio and Gloucestershire County Council website.

Last reviewed: November 2023

Due for review: biennial
