



Grimsbury Family Association **Emergency Closure of Early Years Policy**

1. Introduction

Grimsbury Family Association have an emergency closure policy in place to ensure we are prepared for the breakdown of essential services or adverse weather such as snow. We will make every effort to keep the setting open and to cause as little disruption as possible. All our staff are expected to attempt to get to work, regardless of how they normally travel to the setting. However, in cases of very extreme weather conditions the setting may not be able to operate to its usual opening times. Any decisions will be made by the Early Years Manager in conjunction with the Grimsbury Family Association Committee and will take into account the safety of the children, their parents and the staff team.

2. Policy & procedure

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions or where the Early Years has to close or partially close due to an illness epidemic, it is important that you are familiar with the following procedure.

- We will keep to OFSTED requirements for ratios, we will work on the amount of children who have arrived at the setting and who are due in on that particular day.
- If ratios cannot be maintained or if we feel the safety health or welfare of the children is compromised then we will take the decision to close the setting. If this is the case, parents will be telephoned as soon as possible.
- Where the Early Years has been closed due to heating failure, loss of water supply or where there is an illness epidemic, please ensure that the setting has re-opened before bringing your child the following day. We will try to keep parents/carers informed of the ongoing situation by telephone.
- In cases of severe weather conditions, if the weather deteriorates during the day, you may be asked to collect your child/children early. The Early Years Manager, in conjunction with the Grimsbury Family Association Committee, will decide whether to close the setting early and parents will be contacted to arrange early collection of their children.
- If heavy snow falls overnight, please establish by telephone that the Early Years is open before bringing your child.
- Notices will be displayed in prominent places around the site notifying parents if the setting is closed.
- Grimsbury Family Association will attempt to provide updates via local radio i.e. Jack FM.

Please ensure that East Street Early Years have your correct contact details at all times (e-mail and telephone) to enable us to contact you in an emergency.

Please note - it is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to East Street Early Years in severe weather conditions. However, we will endeavour to have as many staff as possible at the setting when this situation occurs.

Reviewed by the GFA Committee on	November 2018		
Signed by the Chair of the GFA Committee			
Last reviewed:	November 2018	Date of next review	November 2019