



Severe Weather Policy and Procedures

Rationale

At Selsdon Park Pre-School the health, safety and well being of children, staff are paramount and these policy and procedures have been written to ensure that communication systems are robust and effective in relaying information to parents/carers as quickly as possible.

Implementation of Policy

At Selsdon Park Pre-School we will implement the following procedures in the event of severe weather;

- The Pre-School Manager will make a decision as to whether to open by 6:30am.
- Members of staff will be informed and advised only to travel if safe to do so and if required to supervise children.
- Members of staff who arrive at work will be asked to stay to assist with the communication to parents/carers. Staff may return home once all children have been collected safely and the premises have been secured and closed.
- Parents will be informed by 7am and information will be communicated via the following mediums;
 - ✓ Telephone
 - ✓ Text message
 - ✓ Website
 - ✓ E-mail

The Manager will inform the parents/carers and staff members as soon as possible regarding when the Pre-School will re-open as normal.

Severe Weather During Session

In the event of severe weather during a session Selsdon Park Pre-School will implement the following procedures;

- The Pre-School Manager will make a decision as to whether Selsdon Park Pre-School should close and send children home. This decision will be based on health and safety issues, weather forecasts and the safety of children travelling home.
- If the decision is made to close parents/carers will be contacted by telephone to arrange to collect children.
- Staff will remain until all children have left the premises.

Any questions about this policy should be directed to the Pre-School Manager.

Date written 5-9-16

Due for review 5-9-17