



## General Safeguarding and Welfare Requirement

### 8.11 Emergency Closure Procedure

In the event of an emergency including extreme weather, the preschool will endeavor to remain open, unless:

- The weather prevents enough members of the preschool team from safely reaching the preschool for it to be operational.
- Access to the preschool is affected where it would be unsafe or unreasonable to expect parents to bring children in.
- The preschool building is adversely affected – e.g. no heating or water, etc.

During adverse weather conditions Orpington Montessori Preschool will review, on an ongoing basis, announcements for closure made by neighboring schools (eg Warren Road, Holy Innocents, Tubbenden and Green St Green Primary) to ensure a consistent approach to safety procedures.

In the event of other emergencies, closure of the preschool will be decided based on the following criteria:

- Is the building safe for children and staff to occupy?
- Is the building “habitable”, e.g. is it heated, does it have water, power and suitable access?
- Are there enough staff members to be operational?

The decision to close the preschool will be made by the Group Manager, in consultation with the Manager/Deputy Manager and in consultation, when necessary, with the Landlord of the premises. Should this not be possible, the decision will be made by the staff team collectively should they deem that the staff and children are at risk.

In the event of closure, the Group Manager/Manager and Administrator will be responsible for contacting the children and their families at home. This will be done by:

- Telephone/Text
- Email
- Announcement on our website
- Message on our My Montessori Child electronic service.
- Message on our Facebook page.

Additionally, parents can ring 07957 324314 after 8.30am to ensure that the Preschool is closed.



# Orpington Montessori Preschool



Where closure has involved issues of safety on site, the preschool will remain closed until the site has been checked by a suitably qualified person and parents will be notified when the preschool will re-open.

## **Fees**

In the event of an emergency closure of the preschool any booked sessions remain chargeable.

**This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.**

**On behalf of Orpington Montessori – Cima Shahroudi**

**Role – Group Manager**

**Date of Review: October/November 2019 or earlier if required.**