

**Emergency Closure Procedure for Staff**

This is the procedure that will be followed in the event of Pre-school being forced to close early due to any of the following:

- Snow, leading to dangerous road and path conditions.
- Lack of gas or water supplies.
- Failure of the heating system.
- Direction from central or local government

If any of these events do occur, parents will be contacted on the Facebook page or via Family

If children are already in attendance when playgroup must close then:

- The parents will be contacted to come to Playgroup to collect their child.
- If parents cannot be contacted immediately then alternative supplied numbers will be used for that child to ensure he/she is safely collected.

Two members of staff will always stay with a child or children until they are safely collected

If the setting has to close Ofsted will be informed.

Signed .....Chairperson