**6.4 Emergency Closure**

**Policy statement**

Woolston Preschool is a charitable organisation established to provide quality pre-school education for the children. The organisation takes its charitable status seriously and will make all efforts to remain open during its usual hours of business in pursuance of its charitable objectives.

However, it is recognised that the preschool may in exceptional circumstances not be able to open as usual and that the decision to close may need to be made with very short notice. Exceptional circumstances may be extreme weather conditions or the serious outbreak of an infectious disease. This is not an exhaustive list.

In circumstances when an emergency closure is considered necessary the procedure as set out below will be followed.

**Procedures**

* Upon first becoming aware of the circumstances that may require emergency closure the preschool manager will contact the Chair of the committee. In the event that an immediate decision needs to be made to close the preschool the manager, or in her absence deputy, has the authority to make such a decision and should inform the appropriate officers of the committee as soon as possible thereafter.
* The Chair committee officer will then seek the views of other committee members if practicable and authorise the closure of the preschool.
* The preschool manager will then take all reasonable steps to contact parents/carers of the children to advise of the closure. The preschool operates a mobile phone to facilitate this.The committee may reasonably be expected to assist with contacting parents if necessary.
* The manager will inform Ofsted and the local authority if necessary

**Useful telephone numbers**

* *Ofsted 08456 404040*
* *Belinda Cone- development worker Phone:07837407833*

*Email: belinda.cone@southampton.gov.uk*

**This policy was adopted at a meeting of Woolston Pre-Schools held on September 2012 Reviewed December 2023**

**Role on committee: Nominated person**

Signed by

Date

Name of Signatory:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature