

Hemingford Grey Playgroup

Policy: Emergency Closure

June 2017

Introduction

In the event of an emergency closure, the following procedure will be put into action in order to notify parents.

In such an event, all effort will be made to contact parents directly. This may be done via email, phone calls or face-to-face. The staff and committee will liaise closely to ensure that all parents are informed at the earliest possible opportunity.

An emergency closure may be called due to extreme weather circumstances, to potential health epidemics or to other unforeseen circumstances.

Decisions regarding emergency closure will take place in line with Hemingford Grey Primary School. If such a decision is taken, the key factor will be the health and safety of the children. We will also need to consider staff's ability to get in to work, ensuring that we meet minimum ratios.

For information about any possible emergency closures please tune in to Radio Cambridgeshire or Heart FM, or check their websites.

This procedure was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 9th July 2009, and reviewed on 8th June 2011 and 10th June 2014 and 20th September 2017.

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)