**John Logie Baird ELCC**

**Emergency Closure Policy**

Rationale

The safety and well being of children and staff is of paramount importance. Premises can be closed in emergencies for a variety of reasons, most of which cannot be foreseen eg severe weather, gas leaks etc. In these circumstances an effective communications network with parents should be maintained but the understanding of parents is sought given the unusual circumstances such conditions bring.

Aim

1. To ensure a mutual trust between parents and providers so that emergency situations can be tackled in partnership.
2. To ensure decisions regarding closures should wherever possible be consistent with other similar provisions in the area.
3. To ensure that parents, carers are aware that in severe weather conditions parents should be able to keep their children at home if they have any safety concerns whatsoever.
4. To ensure that emergency evacuation procedures are in place.

Procedures

As staff we will:

1. Make every effort to maintain full education
2. Do all we can to let parents know the details of closures brought about by severe weather, power failure, difficulty of fuel supply.
3. Keep parents informed of closure or reopening details by using letters, notices and announcements.
4. Ensure all staff, parents and carers are aware of an evacuation procedure.
5. Ensure no child leaves the establishment until we are satisfied with collection.
6. Ensure emergency contact details are available.

It is the responsibility of the head teacher/manager along with the staff to monitor, evaluate and review the above arrangements and adjust to them accordingly.

In all communication with parents, staff will strive to be as sensitive as possible to the needs, apprehensions and background circumstances of the parent(s) and their child.

**Article 3 (best interests of the child)**: The best interests of the child must be a top priority in all decisions and actions that affect children.

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