



Emergency Closure

In extreme circumstances out of our control, Whitsers may have to close during or prior to the start of a session for one of the following reasons:

- Adverse weather conditions where staff are unable to reach Playgroup or deteriorating conditions during a session mean closing early to enable children and staff to reach home safely before travel becomes impossible
- Contingency staff are unable to work to cover staff sickness/absence. Please refer to "Contingency Staffing Procedure" policy
- Heating failure where the temperature drops below 15 degrees and stays under that temperature for a long period
- Electricity/water failure
- Flood/fire
- Emergency building work
- High rate of infectious disease
- Accident which involves the Health & Safety Executive
- Any other eventualities that the committee and Play Leader deem necessary.

In all cases we will aim to give parents/carers and staff as much notice as we can, but be aware that sometimes this may not be possible.

If we have to evacuate the building during a session, our safe meeting area will be:

William Westley School,
Mill Lane,
Whittlesford.

Parents will be contacted according to the emergency contact information they have provided on registering their child. Staff and any available Committee will call parents / guardians / carers as swiftly as possible and appropriate numbers of staff or Committee will remain until all the children have been collected by a recognised carer.

Document Name	Revision Number	Revision Date
Emergency Closure	4	21/05/2017