



Closure of Kindergarten Policy (due to adverse weather conditions)

Authors	Kate Lunn
Policy Lead	Kate Lunn
Date Ratified by College of Teachers	Jan 2015
Status	Ratified
Last Review Date	October 2020
Policy Number	CVSE doc 18

Purpose.

The purpose of the policy is to outline the main reasons that the decision may need to be made to close the Kindergarten for a period of time.

The document will set out the procedure the teachers and management will use to determine the necessity of closing the setting.

Information.

CVSE is committed to providing uninterrupted education throughout the year and has the highest regard for the safety of the children in our care.

The safety of the children and staff is the priority, and if need be the teachers in consultation with management may have to take the decision to close the setting.

Procedure

If weather conditions necessitate a discussion to take place regarding the need to close the Kindergarten the following procedure will be followed.

1. A discussion between the Kindergarten Teacher(s) and Manager will take place. They will consider the following:
 - Weather conditions – at the time and forecasted
 - Is the road to Cragg Vale passable (safely)
 - Can adequate numbers of teaching staff get into the site (safely)
 - Is the building warm enough for the children to attend
 - Will parents be able to get their children into the Kindergarten
 - Will parents be able to collect their children at the end of the day
 - Is public transport running
2. If it is felt that any of the above mean the Kindergarten cannot open safely then the decision will be made between the member of the teaching staff and Manager to close the Kindergarten.
3. The reasons for closing the Kindergarten will be documented in a risk assessment tool, for future reference or reflection on the decision.
4. The closure will be cascaded to the Parent Reps (if relevant and the parent rep system is operational) who will then cascade the information to the parents as soon as possible. Alternatively, the Kindergarten teacher or manager will inform all parents.
5. The decision will also be emailed to all parents.
6. At the end of every day a new discussion will be planned and a decision be made in a timely manner for the next day. The decision to close/reopen the Kindergarten will be reviewed on a daily basis and communicated to parents.

Procedure for early closure of the Kindergarten during the daytime.

The detailed procedure previous will be adapted and followed should weather conditions deteriorate during the course of a Kindergarten day.

If a decision is made to close the Kindergarten early, parents will be contacted as soon as possible to make arrangements to collect their children.

NB It is essential that parents are mindful of weather conditions and ensure they are easily contactable, should the forecast or actual weather conditions be deteriorating.

Monitoring compliance

This policy will be reviewed and adapted as necessary.