



## Emergency closure

To conform with Health & Safety legislation, in the event of severe weather we will make every effort to keep Caterpillars open and to continue as normal. However, in certain circumstances this may not be possible and we may have to close. Every effort will be made to notify parents and carers in advance.

### Adverse weather

- Our main priority is to ensure the safety of all children and adults.
- The nursery school staff will make every reasonable effort to reach Caterpillars in adverse weather conditions.

### Closure of Pre-School

It would be necessary to close the nursery if:

- 1 It becomes clear that there are a significant number of staff unable to arrive at Caterpillars to ensure the Health & Safety of the children or if in attending work they need to bring in their own children, which will then affect the child/staff ratios.
- 2 The adverse weather conditions in the locality of Caterpillars means there is potential danger to children/parents attempting to get to Caterpillars.
- 3 Caterpillars site is not in a state to ensure the Health & Safety of the children.

Regular information is obtained from the Met Office and the Highways Agency, as well as reports from BBC/Sky weather sites and local radio station. Other local pre-schools or schools may also be consulted.

- If the weather becomes a problem during the day, or where weather conditions are anticipated to become too hazardous to travel later, parents/carers may be contacted and asked to collect their children.
- In such circumstances parents/carers may choose to collect their children or to make arrangements with an emergency contact to collect (correct password must be used). Sufficient staff will remain at Caterpillars until all children have been safely collected.
- In this situation we would ask parents not to call into Caterpillars to find out the position regarding early closure as this simply means telephone lines are blocked and no one can ring in or out. Please wait to be contacted.
- If the weather is a problem at the start of the day and owner and manager have decided to close Caterpillars, then the decision will be made between 7am and 8am. In the event of closure, the owner will:
  - 1 Inform parents by text and email of the closure.
  - 2 Inform Ofsted by 9.30am (0300 1231231)
- Caterpillars will make all practicable efforts to keep parents/carers informed in respect of the situation at Caterpillars during adverse weather conditions, as we appreciate the uncertainty and difficulties this can cause parents/carers.
- If the nursery school closes, we regret refunds will not be given.