



Little Oaks Pre-School
Brackley

Weather Closure Policy

At Little Oaks we aim to offer a continual service to our families. However, our priority is always the health and safety of the children and staff, and there will be occasions when we are unable to open due to bad weather.

We will communicate any changes in opening hours to parents and carers via our website: www.littleoakspreschool.co.uk

We will remain committed to doing what is possible to open safely, and the following policy will apply:

- Members of staff who live within walking distance will be expected to make their way to work on foot.
- All staff will be entitled to unpaid leave if they have no other childcare arrangements available to them.
- In some circumstances members of staff may be able to bring their own children to work. However, this will be decided by the Manager and Chair of Committee. It will be decided on a case by case basis and decisions will be made based on sound judgement and with reference to ratios, health and safety, safeguarding, age and development of child and daily needs of Little Oaks.
- We will open the site as soon as is safe to do so. If this involves clearing or checking the site this may result in late opening or closure for a limited period.
- We will remain closed if unable to make the site safe.
- We will remain closed if unable to meet minimum child/adult ratios.
- If we are open and accepting children the terms of our Fees and Charging policy will apply. If we are forced to close due to severe weather, sessions will not be reimbursed for the first two days of closure, thereafter paid fees will be credited against future sessions.
- If the setting is to close in a morning, a decision needs to be made as early as possible by the Manager or designated person
- If parents/carers have to be called to collect children, children will remain with staff where they will be looked after safely until collected. Depending on the situation, this may be at the setting, outside or in another place of safety.
- Mobile phones to be carried by staff if unsafe to stay in building.
- Every effort will be made by designated staff to contact parents/carers (or other authorised person) of children in our care.

See also Fees and Charging policy and Health and Safety policy.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed & updated Jan 2012; Reviewed January 2013, Oct 2013, May 2015, Reviewed Jan 17, Nov 18. Reviewed Feb 19.

Reviewed and updated March 2020 - addition of last 4 bullet points - what to do with the children if we have to close.