# STRATTON PLAYGROUP

# 8 Playgroup Closure policy

**General**

The Management of Stratton Playgroup recognises that situations can occur when the need may arise to shut playgroup. Such situations being: illness/extreme weather/building issues (i.e. pests/water leakage)/etc.

While the management is committed to protecting the health and safety of all its children, parents and staff; it must ensure that disruption caused to its services remains minimal.

We outline in this policy what procedures will take place to ensure all appropriate people are informed in the event of one of the above happening.

We must also re-iterate the importance of having up to date telephone & mobile numbers, so that staff and parents can be contacted in the case of an emergency. We will also endeavour to ensure that the website has up to date information on it at all times as well – please see www.strattonplaygroup.uk. Another useful website is for the Primary School - www.stratton.cornwall.sch.uk.

**Procedures:**

**Illness**

At Stratton Playgroup, we do have individual policies and procedures to deal with **Managing children with allergies, or who are sick or infectious**; and **Human Flu Pandemic**; please refer to these if you require further details.

**Extreme Weather**

Staff and parents/children may face difficulties attending playgroup and returning home during periods of extreme weather.

All staff should use their best endeavours to attend work in all circumstances. However, it is not the managements intention that staff and parents/children put themselves at unnecessary risk when trying to attend playgroup.

* Staff and parents should use their own judgement and, if unable to attend playgroup, contact the manager

 at playgroup, as soon as possible.

* If severe conditions occur overnight:
* the management will decide whether it is appropriate to open/close playgroup for the day.
* all appropriate people will be informed by telephone or text message.
* If conditions worsen during the course of the day:
* the management will decide whether it is appropriate for early closure.
* all appropriate people will be informed by telephone or text message.
* If severe conditions are forecast to continue for several days:
* the management will decide whether it is appropriate to remain closed for a set period, monitoring and re-assessing as needed.
* all appropriate people will be informed by telephone or text message.

**Building Issues**

If a building issue arises that would enforce playgroup to either shut early or close for an undetermined time:

* the management will decide whether it is appropriate for early closure (if discovered during a session).
* the management will decide whether it is appropriate to remain closed for a set period, monitoring and re-assessing as needed.
* all appropriate people will be informed by telephone or text message.

**Changes to this policy**

Changes to this policy can only be made by the management committee of the playgroup.

This policy was adopted at an open committee meeting of Stratton Playgroup

Held on **12/10/2023**

Signed on behalf of the committee