



DOLPHIN SCHOOL AND NOAH'S ARK NURSERY SCHOOLS

EMERGENCY CLOSURE POLICY

Policy Statement

We aim to ensure the safety and welfare of all the children and staff within the schools. An unexpected closure should only happen under exceptional circumstances, when there is no means of having enough staff to run the schools effectively or when the children's safety cannot be guaranteed for another reason, such as an unsafe premises or an epidemic/pandemic.

Procedures

In the event of the schools having to close, the following would take place:

1. Senior Team would confer.
2. Staff would be contacted.
3. A message would be left on the schools' answerphone if possible.
4. A notice would be displayed outside each school, if possible.
5. A message would be posted on the appropriate website – either www.dolphinschool.org.uk or www.noahsarknurseryschools.org.uk
6. The school office would send emails to all parents for whom we have an email address.
7. The school would attempt to contact parents by phone, using a pyramid system.
8. After the event, a letter would be given to parents explaining the reasons for closure.
9. In the event of an emergency closure parents would be expected to find alternative arrangements for childcare.

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed:

Mr. Charlie Colchester
Chairman of the Board of Governors

Reviewed January 2011