Closing Greendown Playgroup in a Major Incident Policy

In very exceptional circumstances, Greendown Playgroup may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

Serious weather conditions

Heating system failure

Burst water pipes.

Discovery of dangerous structural damage.

Fire or bomb scare/explosion.

Death of a member of staff.

Serious assault on a staff member by the public.

Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

In the event of closure due to circumstances beyond our control, for example Weather or an outbreak of illness enforcing a school closure, refunds or replacement sessions will only be offered if Greendown Playgroup is shut for five consecutive days or more.

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup.