



3. Health and safety

3.4 Severe Weather Policy

Policy Statement

Comeytrove Under Fives follows weather guidance set out by the UK Met Office. In the event of severe weather, every effort will be made to keep the preschool open. If the weather is severe enough that preschool must close, the decision will be made by the Manager and the Chair (or a representative) of the Committee as early as possible. We will adhere to guidance given by Somerset County Council, who may issue a closure notice. This decision will take into consideration the safety of all children and staff travelling to the preschool, the need for an appropriate number of staff members to be able to attend and the decision made by the other schools in the catchment area.

Procedure

If a decision is made to close preschool due to severe weather, the following procedure will be followed:

- The Manager will notify all staff using the staff WhatsApp Group
- Parents/Carers will be contacted by phone and asked to collect their children. At least 2 members of staff will remain at preschool until all children have been collected.
- Every effort will be made to ensure up-to-date information on preschool closures will be communicated in the following ways:

Preschool Website	www.comeytroveunderfives.co.uk
Preschool Facebook page	www.facebook.com/ComeytroveUnderFives
Email	If it is possible to access preschool IT systems, a Tapestry memo will be sent out to all parents.
Building	Wherever possible, a notice will be placed on the main door.

This policy was updated at a meeting of **Comeytrove Under Fives Preschool**

Management Committee

Held on: 19th March 2024

Date to be reviewed: March 2025

Signed on behalf of the management committee: 

Name of signatory: Sarah Greenslade

Role of signatory: Chairperson