

Emergency Policy

Policies and procedures to support this policy:

Emergency procedure

Statement of Purpose

Admissions

Wenvoe Playgroup aim to keep all those who use our group as safe as reasonably possible whilst in our care.

There may be times when we must close our group to keep those safe from harm. These may include;

- Public health incidents
- Severe weather; storm, snow, flood, or extreme heat
- Loss of water, heating and/or other utilities.
- Damage which is significant to the property
- Fire
- Criminal activity - bomb threat or intruder attack.
- Effects of a disaster

Out of hours: Should we close due to any of the above, then an email will be sent to all families with further instruction and details of closure.

Operation hours: (children in our care at the time of an emergency). We will telephone the emergency numbers listed on your child's contract. It is very important that you keep your emergency telephone numbers up-to-date.

If, an emergency disrupts all communication at the group; children will continue to be cared for in a safe place, until a time that, those authorised to collect your child return. Where possible help of communication nearby will be sought.

No child will be released from our care, to any unknown person, unless the password on your child's file is given.

Should there be a global communication emergency event, parent/carers will return to the group to collect their children immediately.

(For closure fees, beyond our control, please see our Admissions Policy & Procedure).

This Emergency Policy & Procedure was passed for use in Wenvoe Playgroup CIO

On: 17/11/25 reviewed (no change)

By: Sandra Morgan

Position: Person In Charge