



EMERGENCY CLOSURE PROCEDURE

The decision to close the setting in an emergency will be the last resort as it is realised that it is important parents are able to get to work as they may be needed to ensure vital services continue to function during an emergency.

If closure is unavoidable the following procedure will be implemented:

Owner and Manager to decide need for closure.

If closing before start of session: -

Manager and/or deputy will phone staff to advise of situation. The Manager will then be responsible for e-mailing parents with the information and informing Kent Schools Closure (Kent County Council) so the information is displayed on the website www.kentclosures.co.uk. Parents will be advised of this procedure. The Manager & Deputy will hold the contact details of all parents at home so that parents can be phoned if more appropriate.

If able to do so Super Star's Facebook & Instagram pages will also be used to keep parents informed.

If closing the setting mid-session: -

In making this decision the Manager will need to ensure all children have a safe and reliable way to get home.

Manager and Deputy will phone each parent individually to advise them of the situation and to make appropriate arrangements for the collection of the child. Appropriate arrangements will be made for children whose parents cannot respond immediately or are difficult to contact. Need to be aware this may involve collection of children by persons not familiar to staff and therefore need to ensure passwords are obtained.

Again, if appropriate e-mails, Super Star's Facebook & Instagram pages and Kent Schools Closure website will be used to keep parents informed.

Reviewed 09-08-2025