



Stepping Stones Opportunity Group
The District Specialist Centre

Emergency Closure Policy
(Updated 05.01.2015)

Stepping Stones will endeavour to continue to provide a service to children and their families who attend our setting at all times.

However IN THE EVENT OF AN EMERGENCY OR UNPLANNED EVENT requiring Stepping Stones to remain closed all persons to be informed:

1. Decision to remain closed confirmed by 8am – Debbie Wickham.
2. Debbie Wickham to contact :-
 - Barbara and Judy
 - Radio Wiltshire/Heart FM if applicable
3. Barbara Jansen to contact :-

Sarah, Teresa. (Teresa to update situation on Facebook and Twitter).
Martin Coles

4. Parents and Staff to be informed as follows:
(Stepping Stones will hold emergency contact details for staff and parents/carers. Off site in safe and secure storage)

Stepping Stones will endeavour to send a TEXT message to all staff and parents/carers due to attend the setting that day, TEXT message will request confirmation that message has been received.

In the event that confirmation of message is not received from staff or parent/carers. Phone calls will be made by relevant Manager or Keyworker to confirm details.

Keyworkers/Barbara to report back to Debbie confirmation of all persons contacted.

Debbie to contact therapists and professionals planned to visit.

Emergency closure will be reviewed daily.