



## Emergency Closure Policy

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

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 :-  
Judy Hennessey – Playroom Manager  
Chair of Management Committee  
Wiltshire Council/ Ofsted if applicable
3. Barbara Jansen to contact :-  
Admin Team.  
(Admin to update closure details on Web Site, Facebook and Twitter).
4. Parents and Staff to be informed as follows:  
Staff via The WhatsApp Group  
Stepping Stones will endeavour to send a Tapestry /TEXT/email message to all parents/carers due to attend the setting that day. The message will request confirmation of the message being received. (Contact details for parents/carers will be accessed as available to the team when off site)

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

Judy/Barbara to report back to Debbie confirmation of any person not contacted.

Debbie to contact therapists and professionals planned to visit.

Emergency closure will be reviewed daily.