



# Adverse Weather and Closure Policy

## Document Control

This policy has been approved for operation within Dar Ul Madinah Primary School.

Date of last review:	July 2025
Date of next review:	July 2026
Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

## **Adverse weather and closure policy**

The Children, staff and families who use our services their safety is paramount to us. We will therefore endeavour to remain open where possible during bad weather conditions, but this will heavily depend upon several circumstances.

- If we predict bad weather/ snow, we MAY make the decision to close Darul Madinah the following day. In this situation, a message will be sent on the Family app to notify every one of the closure of Darul Madinah and we will endeavour to call all parents and inform them. Phone calls or text message will also be used to contact parents who do not have access to the family online journal system.
- If we decide to keep Darul Madinah open during adverse weather conditions, then it will be our aim to operate as normal as possible. This will also depend upon many factors; how many staff members are able to safely travel to work, Darul Madinah building inside and outside is accessible and safe, and the temperature is suitable for the children when inside. We cannot and will not remain open unless the minimum correct adult: child ratio can be met. (As per the Statutory Framework set out by Ofsted, point 3.31). If we make the decision to keep Darul Madinah open with limited staff that have been able to come, then we will need to accept the children to meet the ratio. We will accept children on the first come first serve basis. We will aim to contact other staff members from our wider team and our Bank Staff members, but we are not able to go over the required ratio number. If this situation happens, we will call families who are due in this day and explain the situation.
- If we have opened Darul Madinah and there is bad weather during the day then, the Darul Madinah Manager will have the final judgement on whether Darul Madinah remains open for the day and for how long this might be. In their absence, the Deputy Managers will have the final judgement. We will seek advice and follow in due course with the Local Schools, nurseries and closures in the area. The most important thing to us is the safety of everyone accessing Darul Madinah. If we feel parents need to start collecting their children in order to get home safely, phone calls will be made to all parents to inform them of our decision.
- Staff members can also be sent home in order of distance or personal circumstances, but only as and when ratios are correct within Darul Madinah.

Snow can be very exciting for the children, and we like to be able to make these times fun for the children and incorporate learning opportunities. Most of the time travel and the operation of Darul Madinah can remain normal, but we ask that all parents understand the need for safety when faced with bad weather.

## **Other exceptional circumstances for Darul Madinah to close**

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:

- Problems with the building (e.g. heating or lighting failure etc)
- Accidental damage or vandalism to the setting making it unfit for purpose.
- Failure in the supply of services (water, sewerage, electricity, gas)

- Being unable to staff a session with sufficient staff to meet the minimum staff to children's ratios
- Extreme weather conditions such as snow, flood or storm.
- Outbreak of a virus

**In these circumstances of closure:**

On discovering that a scheduled session is not able to run, the following procedure will start:

1. The first member of staff on site will inform the Manager.
2. If needed the emergency services would also be contacted.
3. The manager will contact parents immediately to inform of session closure and reason.
4. Unexpected closure poster will be displayed on the main door.
5. The manager will inform Ofsted and, if necessary, the insurance company.
6. Closure during a session: Parents will be contacted to collect their children.
7. In the event of the preschool being forced to close, we will aim to contact Parents/Carers by telephone or text message whenever possible and explain the situation.