



Emergency Closure Policy

Definition

A situation that may occur that affects the usual running of OSCARS that cannot be predicted and avoided and is beyond the control of those within or without OSCARS.

Situations that may be covered by this policy:-

- Severe sickness epidemics within OSCARS and/or FCCE School [Frampton Cotterell C of E School]
- Severe weather conditions causing disruption to transport networks which prevents staff from getting to OSCARS
- Natural disasters
- Complete loss of heating, electricity and water within OSCARS which cannot be rectified within a safe period.
- OSCARS building is deemed unsafe

Purpose

1. To ensure that staff and parents have a guideline to follow

Procedure

1. In the case of the FCCE having to close due to severe weather conditions, OSCARS will also be closed.
2. In the case of disruption of more than 1 day all attempts will be made to arrange staff for the following days however places may be restricted due to limited staff. Any places then available will be offered on a first come first served basis and only to those children who were due to attend that day.
3. In the case of loss of heating, electricity, water within OSCARS building, the school will be approached to use facilities there.
4. In the case of a severe sickness epidemic OSCARS will seek the advice of / take instructions from the Local Health Authority.
5. In all cases OSCARS answer phone and website will be changed at least daily with the latest information for parents and carers.
6. Should the OSCARS building be unsafe, OSCARS will have to close in the first instance so that a risk assessment can be undertaken. Should it be decided that the building is uninhabitable then alternative arrangements will be sought:
 - Approach school to see if hall and toilets can be used/ hired
 - Other community halls available for hire
7. OSCARS answer phone and website will be changed to notify parents/ others should temporary relocation be necessary.

Date first adopted by OSCARS management committee	22.04.09
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson