

Guisborough Montessori

Emergency Closure Policy and Procedures

Policy

Guisborough Montessori aim to keep staff and customers fully informed of any changes to our usual routines, or any emergencies which arise.

Procedures

In case of an emergency closure, we would:

* Contact all customers that were due to attend that session and advise them of the closure
* If any could not be contacted, then a member of staff would be present at the entrance to inform parents/carers of the reason for the closure
* If the emergency arose during the session, we would contact all parents/carers/emergency contacts. At least two members of staff (depending on numbers and ages of children) would remain with the children in a place of safety until all the children had been collected.

This policy was adopted by Guisborough Montessori on 8th June 2021 and will be reviewed annually.