

## Funeral Policy

### Policy Statement

The Abbots Ann Village Hall committee require the use of the hall to host funeral functions and when this coincides with Nursery opening times, safeguarding the children is paramount.

### Procedures

- The AAVH guarantee a maximum of 6 funerals p.a. coinciding with Nursery opening times
- 7 calendar days notice of a booking will be given to the Nursery
- Parents of children attending that day will be sent a letter detailing our procedures and reminding the importance of prompt collection at 3pm latest
- On the day, the catering staff will be allowed access via the rear kitchen fire exit door ONLY and from 13:30
- A sign on the hall door (from the kitchen) will read NO ACCESS FOR CATERING STAFF
- Catering staff will not have access to the carpark, main hall or toilets before 15:15
- The hall will be available to the funeral organisers at 15:15 although Nursery tidying and cleaning may still be in progress until 15:30
- In the unlikely event that a child is not collected the Nursery will retain use of the Jubilee Room until 16:30 to keep the child on site.

This policy was adopted by	Abbots Ann Nursery School	<i>(name of provider)</i>
On	<u>11 October 2016</u>	<i>(date)</i>
Date to be reviewed	<u>11 October 2017</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Helen Jones</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair of Committee</u>	