

Safeguarding and Welfare Requirement:

Providers must have and implement a policy, and procedures, to safeguard children.

8.11 Unplanned Closure Policy

Policy statement

We aim to open regularly within school term times (except pre-planned 'inset days'). We aim to offer thirty-eight weeks a year of pre-school education.

Procedures

Community Preschool will remain open during term time whenever it is safe to do so. To do so we must meet the following criteria:

- The EYFS welfare requirements
- Our insurance policy
- The number of appropriately qualified staff available
- Appropriate staff /child ratios
- The physical environment of our setting (risk assessment)
- Our ability to safeguard the children in our care in the event of a critical incident
- 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).
 - Extreme weather conditions such as snow, flood or storm. (Our opening will usually run in conjunction with Clare Community Primary School)

Unexpected closure of a session

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

- The first member of staff on site will inform the Manager/Directors. If needed the emergency services would also be contacted.
- The manager or deputy will contact staff and parents/ carers immediately to inform of session closure and reason via phone. An email message will also be sent and further notice put on the Facebook page and website.
- Unexpected closure sign will be displayed on the main door.
- The manager/ directors or deputy will inform Ofsted and, if necessary, the insurance company.

Closure during a session

- Parents/ Carers will be contacted to collect their children via phone.
- In the event of the preschool being forced to close, we will aim to contact Parents/ Carers by telephone or text message whenever possible.

In the event of closure with regards payments, the following procedures will be taken:

- If staff cannot get into work (due to childcare etc.) then time is owed back, or taken as unpaid leave.
- If the directors make the decision to close pre-school (due to exceptional circumstances), then staff will get paid, but we will not pay hall hire if there are problems with the building.
- If parents/ carers can get in, but the management have closed pre-school, then fee-paying parents/ carers will be offered alternative sessions in that half term where possible. Non fee-paying parents/ carers who receive free early education funding will be offered alternative sessions if more than 4 sessions (equivalent to 2 full days) are missed due to closure.

All the undertakings above are subject to the paramount commitment of the preschool, which is to the safety and well-being of the child.