

## 10 3 Closure Policy

We endeavour to be open without disruption. However, where an emergency closure is unavoidable, this policy is applied to ensure that all involved in Pre-School are kept informed and have a clear understanding of the procedures which will take place. We will re-open at the earliest possible opportunity.

### 1. Pre-School Operation

In order to operate we must meet the following criteria:

- The EYFS welfare requirements
- Our insurance policy
- The number of appropriately qualified staff available
- Appropriate child:staff ratios
- The safety of the physical environment of our setting (risk assessment)
- Our ability to safeguard the children in our care in the event of a critical incident

### 2. Emergency closure

An emergency closure is implemented in the following circumstances:

- Lack or failure of heating
- Failure in supply of services (water, sewerage, electricity or gas)
- Accidental damage or vandalism to the setting making it unfit for purpose
- When it is impossible to maintain correct ratios due to illness or understaffing
- When an outbreak of illness within the Pre-School requires closure in line with the Health Protection Agency and Ofsted guidelines
- Extreme weather conditions such as snow, flood or storm.

Our opening will run in conjunction with Crick Primary School for any closures.

Please note, due to administrative and running costs we will not be able to offer refunds and cannot offer any alternative sessions.

### 3. Emergency closure before a session

In the event that any of the above incidents occur which require the Pre-School to not open, the following steps will be taken:

1. The Pre-School Manager will inform the Chair of the committee
2. The Pre-School Manager will notify all staff due to work that session/day (all such staff will be paid)
3. Parents will be informed of the situation via



- a. Text message or email and a Tapestry update
  - b. The Primary School's closure may also be mentioned on the radio – Heart FM 96.6 (in the case of bad weather)
4. The Pre-School Manager will notify the relevant authorities as necessary

If anyone is unsure whether the Pre-School is open they can contact the Pre-School on 07964 108009.

#### **4. Emergency closure during a session**

In the event of an emergency closure after a session has started you will be informed by telephone that you are required to collect your child as soon as possible. If parents cannot be contacted then emergency numbers are used. In the event that we are unable to contact either the parent or emergency contact, we will follow our Uncollected Child policy (1.4).

If the closure is due to an emergency which requires the building to be evacuated, the children are safely evacuated according to current Fire Drill procedures. If there is a terrorist/bomb threat we adhere to Crick Primary School's Bomb Threat Procedure. Contact information for all the children is taken out of the building alongside the daily register. Once the building has been evacuated the Pre-School Manager ensures the relevant authorities/emergency services are called. The children are then taken to a place of safety until such time as they can all be collected by parents and carers.

This policy was adopted at a meeting of

Crick Pre-School

Held on

15<sup>th</sup> May 2019

Date to be reviewed

May 2020

Signed on behalf of the management committee

Name of signatory

Clare Thompson

Role of signatory (e.g. chair/owner)

Chair