



**Welbourn Preschool
Setting Closure Policy
In the event of exceptional circumstances**

Welbourn Preschool aims to give parents planned notice of closure but there may be circumstances which will result in emergency closure. Such a closure will occur, when to remain open would result in a breach of the EYFS safeguarding and welfare requirements and/or Ofsted registration.

We will aim to rectify the cause of closure as soon as possible and keep all parents and carers informed of the situation.

In order to operate we must meet the following criteria:

- The EYFS safeguarding and welfare requirements.
- Appropriate numbers of qualified staff.
- Appropriate child:staff ratios.
- The conditions of our insurance policy.
- The physical environment subject to appropriate risk assessments.
- 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:

1. Unable to meet the adult:child ratios due to illness or resignations, resulting in understaffing.
2. Lack or failure of heating.
3. Accidental damage or vandalism to the setting making it unfit for purpose.
4. Failure in supply of services (water, sewerage, electricity, gas).
5. Extreme weather conditions, such as snow, flood or storm.

Unexpected closure before a session

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

- The first member of staff on site will inform the manager/chair/proprietor.
- Emergency services will be contacted if needed.
- The manager will contact parents immediately to inform them of the session closure and reason.

- Unexpected closure poster will be displayed on the main door.
- Professional services will be engaged according to the nature of the incident.
- The manager or deputy will inform Ofsted and if necessary the insurance company.
- We will notify the Early Years & Childcare Support Service in accordance with the Early Years Provider agreement.

Emergency closure after a session has started

In the event of an emergency closure after the session has started, parents and carers will be informed by telephone that they are required to collect their child as soon as possible. If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current Fire Drill procedures. Contact information for all the children will be taken out of the building along with the daily register. Once the building is evacuated, the manager will ensure the relevant authorities/emergency services are called. The children will then be taken to a place of safety; the Village Hall which is within walking distance from the setting, until such time as they can all be collected by parents and carers. The manager will contact the parents and carers of the children present. All staff will remain with the children during this time.

If you wake to heavy snowfall

In order to help parents and carers find out if the setting has been closed, we will contact Radio Lincolnshire 94.9 and Lincs FM 102.2 who will broadcast information about the closure. Also it will be on our face book page. If the setting decides it can remain open in adverse weather conditions, a limited service may be offered due to reduced staffing. The setting will work to the adult: child ratios set down within the EYFS, and this may affect the number of places available on that day. A 'first come first serve basis' will be applied for those sessions.

Fees

For any closure, alternative sessions will be offered or fees reimbursed via a credit against future sessions.

Funded

In the event of an unplanned closure the Early Years Entitlement (EYE) will be claimed, parents are not entitled to receive a monetary refund of the free entitlement, we will notify the Early Years & Childcare Support Service of our closure and seek guidance from the Early Years & Childcare Support Service Early Years Entitlement team regarding alternative sessions once the group is able to re-open. We will follow the

guidance set out in 'Effective Early Years Entitlement Delivery' as part of our Early Years Provider agreement.

Non-funded fees

Parents will be offered alternative sessions to cover the loss of sessions during the closure. When the setting returns to normal operational hours, the EYE funding will be claimed and/or normal fees charged even if the parents/carers decide not to send their children (for example, during extended periods of adverse weather).

Staffing

Staff will be expected to work when the setting is open. If they are unable to attend due to adverse weather when the setting is open then cover will be sought and wages paid accordingly. Whenever a session is closed, a report will be completed confirming the circumstances and any actions taken. This will be available for parents/Ofsted to view at any time.

This policy has been adopted by Welbourn Pre-School

Signed on behalf of the setting:

Chairperson

Secretary

Date

Date signed

October 2020

October 2021