

Chollerton Pre-School Ltd

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Reg. Charity 1132501 Company No. 07005338



Chollerton Preschool **Emergency or unexpected closure of setting policy**

It is our aim to ensure that Chollerton preschool stays open whenever possible. However, in the event of exceptional circumstances which cause a breach of either the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements and / or our Ofsted registration, Chollerton preschool will not open.

In order to operate we must meet the following criteria -

- The Safeguarding and Welfare Requirements of the EYFS
- The requirements of our insurance policy
- The number of qualified staff required
- Appropriate staff: child ratios
- The risk assessment of the physical environment of our setting
- 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 -

- Lack or failure of heating which would cause the preschool to be unable to maintain a reasonable temperature in the building
- Accidental damage or vandalism to the setting making it unfit for purpose
- Failure in supply of services (water, sewerage, electricity, gas)
- Inadequate staff; child ratios due to staff illness
- Extreme weather conditions such as snow, flood or storm. (Please note that our opening will usually run in conjunction with Chollerton first School, if they close due to bad weather then we will do the same)

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 Preschool leader / manager. If needed the emergency services will also be contacted
- The Preschool leader / manager or the most senior member of staff present will contact parents immediately to inform of session closure and reason
- An unexpected closure poster will be displayed on main entrance gate and it will be posted on our preschool WhatsApp group
- Then they will inform the following organisations if it is necessary to do so - Ofsted, Northumberland County council, Chollerton first School and the insurance company

Unavoidable closure during a session -

- If necessary, children will be evacuated onto the grassed area of the playing field
- Parents will be contacted to collect their children as soon as possible

- In the event that we are not able to contact a parent, two members of staff will stay with the child until contact is made and the child is collected. (We may also contact Social Services for advice if we are unable to make any contact with a parent or carer).

Session fees -

Fees are non-refundable, regardless of the circumstances, pre-school is still responsible for overheads such as staff and premises costs, so fees will be due throughout the period of closure.

If you have any questions about any aspects of this policy, please do not hesitate to ask a member of staff.

This Policy has been agreed by the Chollerton preschool committee

Signed by Pre-School Manager

Signed on behalf of the committee

This Policy was reviewed in June 2023