



EMERGENCY CLOSURE OF SETTING POLICY

Policy Statement

It is our aim to ensure that Micklands Pre-School 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, Micklands Pre-School 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 pre-school 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 Micklands Primary 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:



EMERGENCY CLOSURE OF SETTING POLICY (continued)

- The first member of staff on site will inform the Pre-School Supervisor/ Committee Chairperson. If needed the emergency services will also be contacted.
- The Supervisor or Deputy will contact parents immediately to inform of session closure and reason.
- An unexpected closure poster will be displayed on main door and a banner placed on the home page of the pre-school website. If possible, it will also be announced on the local radio stations (Radio BBC Berkshire and Heart FM).
- The Supervisor or Deputy will inform the following organisations where necessary: Ofsted, Reading Borough Council, Micklands Primary School and the insurance company.

Unavoidable closure during a session

- If necessary, children will be evacuated onto the Primary School playing field. If this is deemed unsafe, they will be taken to Micklands Primary School (as per our Emergency Evacuation Procedure).
- 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

If we have had to implement our Emergency Closure of Setting policy before a session (and have therefore been unable to provide a full session), we will refund the session fee paid.

This applies to those children who are not in receipt of Early Years funding and have paid the appropriate session fee. This refund will be in the form of a credit against the next invoice due (or a refund cheque where appropriate).