Setting Closure Procedure

In the event of exceptional circumstances

Beckside Preschool will not open if this results in a breach of EYFS welfare requirements and/ or Ofsted registration.

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 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

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

<u>Unexpected closure before a session</u>

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 Owner/Manager. If needed the emergency services will also be contacted.
- The Manager will contact parents immediately to inform of session closure and reason.
- Unexpected closure poster will be displayed on main door.
- The manager or deputy will inform Ofsted and if necessary, the insurance company.

<u>Closure during a session</u>

- If necessary, children will be evacuated to a place of safety as per the emergency assembly/collection point in our Fire Evacuation Plan

- Parents will be contacted to collect their children.

Whenever a session is closed a report will be completed confirming the circumstances and any actions taken. This will be available for parents to view at any time.

Please note Beckside Preschool & Nursery will refund session fees for the first 48 hours only, following closure due to exceptional circumstances. Continuous overheads only allow for one payment per academic year.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.