



Horspath Nursery Unplanned Closure Policy

Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment Providers must ensure the safety of the children and their learning environment at all times and if due to unforeseen circumstances or severe weather the setting must close to ensure their safety is maintained.

Unplanned Closure Statement: - Our Nursery's aim is to give parents planned notice of closure but there may be circumstances that arise that will result in emergency closure. These closures will occur when if the setting stayed open it would result in a breach of the Early Years Foundation Stage safeguarding and welfare requirements and Ofsted registration.

We must meet the following criteria in order to operate: -

- The EYFS welfare and safeguarding requirements.
- Have the appropriate child: staff ratio.
- Have the appropriate numbers of qualified staff.
- The conditions of our insurance policy.
- The physical environment subject to the settings risk assessment.
- Our ability to safeguard the children in our care in the event of a critical incident.

The type of circumstances that would result in the closure of the setting would involve circumstances that are out of our level of control such as:

- Failure in supply of services – water, lighting, heating, sewerage.
- Extreme weather conditions such as flooding, snow or severe storms (combined with heating system failure).
- Discovery of dangerous structural damage.

- Fire or bomb scare / explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.
- Inability to meet staff: Child Ratios due to staff illness or staff unable to get into the setting due to adverse weather conditions.
- Accidental damage or vandalism to the setting resulting in it being unfit for use.

Closure decision and communication:-

On discovering that a planned session cannot operate the following procedures will be implemented:-

- The manager or deputy will inform the committee and an executive decision will be made about the closure.
- The manager or deputy will arrange for parents to be contacted immediately to inform them of the situation resulting in the unplanned closure of the setting. Parents will be notified by phone or email.
- If the Nursery has to close mid-session parents are notified and staff will wait with the children until their parent or authorised adult collects them.
- The manager may inform Ofsted and if necessary the insurance company.

Heavy snowfall and severe weather conditions:-

- If the setting has to close due to severe weather conditions parents will be notified by a phone call or email message.
- If the Nursery remains open but has to run on a limited number of staff it will result on a “first come first served basis”, this is in order to ensure that we comply with the requirements of the EYFS and we meet the correct adult: child (qualification) ratios.

Extended periods of closure

If the Nursery is forced to close for a prolonged period of time, then the Local Authority and Ofsted will be informed of the circumstances and the plan of action to be taken.

In such circumstances, the Nursery and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”