

Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises

8.2.2 Enforced Closure

Policy statement

Occasionally it may be deemed necessary to close the pre-school, at short notice, for health and safety reasons or other reasons beyond the immediate control of the pre-school committee and pre-school staff. Enforced closure may be necessary due to fire, gas, or water leaks, burglary, accidents, notifiable infectious diseases, damage to the building, utility failure, security breaches or council use of the building or staff illnesses and no cover to be in staff: child ratio.

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

Procedures

- In cases of emergency, the lead practitioner will make an assessment of the situation in accordance with the welfare requirements of the Early Years Foundation Stage (EYFS). Parents will be notified either in person or by telephone or by text message and any decision on closure will be passed on at that time. Parents and carers should be aware that at all times the safety of children, staff and visitors is paramount and that the lead practitioner and staff reserve the right to remove all personnel present to a place of safety.
- If an enforced closure is deemed necessary during session times, parents will be contacted and asked to collect their children, staff will look after children until they can be collected.
- If the decision to close the pre-school is taken during the evening or early in the morning, the lead practitioner will call the Chair by 8am. The lead practitioner will then notify all staff. The Chair will ring any other committee member as deemed necessary.
- All staff should ensure that they have access to a mobile phone, as the usual telephone service may be disrupted.
- A notice of closure will also be placed on the pre-school door where feasible. Unless unsafe to do so, a member of staff will be present at the pre-school until all the affected families have been contacted. Text messages will also be sent out and a report printed to ensure all parents have been notified of this way of contact.
- If necessary the lead practitioner will inform Ofsted of any enforced closure.
- If at any time, and for any reason, the lead practitioner and committee are unable to ensure that the required numbers of suitably qualified adults are in attendance at the pre-school session, then under the welfare requirements of the EYFS, they will have no option but to close the pre-school to children until such time as the situation is rectified.

- If the pre-school is forced to close we will offer an extra session(s) to replace the one(s) missed through closure (if there are enough spaces other sessions) or a full refund if the closure days are chargeable sessions.
- If the pre-school is forced to close the staff will receive full pay for the sessions they are unable to attend through no fault of their own.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five steps to Risk Assessment (HSE 2011)

This policy was adopted at a meeting of _____ *(name of provider)*

Held on _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____