

### **Brailsford Pre-school Closure Policy**

Whilst every effort will be made to open in the event of exceptional circumstances, Brailsford Pre-school 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:**

- Lack or failure of heating leading to unacceptable temperatures, (DFES guidance states classroom temperatures should normally be a minimum of 18c).
- Accidental damage or vandalism to the setting making it unfit for purpose.
- Failure in supply of services (water, sewerage, electricity, gas).
- Ratios due to staff illness/training.
- Extreme weather conditions such as snow, flood or storm. (Our opening will usually run in conjunction with Brailsford Primary school if they close due to bad weather we are likely to do the same). Parents are advised to listen in to Radio Ashbourne 96.7fm for the latest news on closures.

### **Unexpected closure before a session**

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 manager/ chairperson. If needed the emergency services will also be contacted.
- The manager or deputy will contact parents immediately by text message to inform of session closure and reason. A notice of closure will be placed on the website and will be kept up to date until we are able to re-open.
- The manager or deputy will inform Ofsted and the insurance company if necessary.
- The manager or Chairperson will inform DCC. [cayafinance@derbyshire.gov.uk](mailto:cayafinance@derbyshire.gov.uk)

### **Closure during a session**

- If necessary children will be evacuated through the car park to the path joining the car park to the school, if this is deemed unsafe they will be taken to Brailsford Primary School along with the daily register and the children's contact details
- Parents will be contacted by telephone to collect their children.
- Should the closure be a result of sickness, staff will remain with children until they have all been collected. Should there not be enough staff well enough to care for remaining children the emergency adults contact list will be implemented.

**Fees**

If we close due to unavoidable circumstances then we are unable to refund fees but will endeavour to offer alternative sessions.

Should Pre-School be closed for more than two consecutive days, the committee will consider whether it is appropriate to give a refund.

**Funded sessions**

It will not be possible to offer an alternative session/s for funded sessions that are not run due to unforeseen circumstances. DCC have the right to claim the fees back if the setting has been closed.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_