

Busy Bees policy on unplanned closure.

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 ratios*
- *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*
- *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 director (Jean Beales) and an executive decision will be made about the closure.*
- *The manger 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 a phone call or email message and information will be posted out on our facebook page.*
- *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.*
- *The nursery closure will be put on the Busy Bees facebook page, where up to date information will be shared.*

• If the nursery remains open but has to run on a limited number of staff it will result in a “first come first served basis”, this in order to ensure we comply with the requirements of the EYFS and we meet the correct adult: child (qualification) ratios.

Fees

• Fees will be refunded for the period of the closure or children will be offered alternative sessions if possible.

• If a parent decides not to bring their child but the setting remains open fees will not be refunded.

• Parents of children in receipt of early years funding will be offered alternative sessions if this is possible.

The Families information service will be informed if and when appropriate.

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.

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

*This policy was adopted by the managers and staff, and updated on 2nd March 2018
Signed on behalf of Busy Bees Nursery School*