



49a. EMERGENCY CLOSURE OF SETTING POLICY

Policy Statement

It is our aim to ensure that Cornerstone Preschool Pre-School stays open whenever possible. However, in the event of exceptional circumstances which cause a breach of either the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements and/or our Ofsted registration, Cornerstone Preschool Pre-School will not open.

In order to operate we must meet the following criteria:

- The Safeguarding and Welfare Requirements of the EYFS
- The requirements of our insurance policy.
- The number of qualified staff required.
- Appropriate staff: child ratios.
- The risk assessment of the physical environment of our setting.
- 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:

Unexpected closure before a session

On discovering that a scheduled session is not able to run, the following procedure will be implemented:

- The first member of staff on site will inform the Pre-School Business Manager/Preschool Leader & Committee Chairperson. If needed the emergency services will also be contacted.
 - The Pre-School Business Manager/Preschool Leader will contact parents immediately to inform of session closure and reason.
 - An unexpected closure poster will be displayed on main door and a banner placed on the home page of the pre-school website.
- The Pre-School Business Manager/Preschool Leader will inform the following organisations where necessary: Ofsted, LBWF Council and the insurance company.
 - Closure due to an outbreak of contagious diseases such as : COVID-19

Unavoidable closure during a session

- If necessary, children will be evacuated into the preschool car park (as per our Emergency Evacuation Procedure).
 - Parents will be contacted to collect their children as soon as possible.
 - In the event that we are not able to contact a parent, two members of staff will stay with the child until contact is made and the child is collected. (We may also contact Social Services for advice if we are unable to make any contact with a parent or carer).



Session fees

If we have had to implement our Emergency Closure of Setting policy before a session (and have therefore been unable to provide a full session), we will refund the session fee paid. This applies to those children who are not in receipt of Early Years funding and have paid the appropriate session fee. This refund will be in the form of a credit against the next invoice due.

Charging:

If the Pre-school is forced to close because of an emergency, fees will not be refunded for closures of up to a week (10 pre-school days) After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than 10 days.

This policy was agreed at an Under 5s AGM meeting held on 06th November 2023..... (Date)

Signed on behalf of the preschool.....(Chair)