

## Felixstowe Nursery School

### **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 settings 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 chairperson and an executive decision will be made about the closure.
- St. John's Ambulance the owners of the building will be informed.
- Emergency services will be contacted if necessary.
- The manager or deputy will contact parents immediately to inform them of the situation resulting in the unplanned closure of the setting. Parents will be notified by a phone call or text message. The manager holds contact details of families for such purposes.
- If the setting 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 will 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 text message.
- The setting closure will be put on the local radio station along with other local school closures.
- If the setting 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.
- If the setting has to close mid session parents are notified and staff will wait with the child until their parent or authorised adult collects them.

## **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 setting 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.

The manager and chairperson will complete a report confirming the circumstances and any actions taken. This will be available for parents and Ofsted to view at any time.

**This policy was adopted at a meeting of Felixstowe Nursery School.**

**Held on .....**

**Date to be reviewed.....**

**Signed by Chairperson.....**

**Signed by Manager.....**