

## Session Closure Policy



### Policy statement

Under the arrangements which govern pre-schools we have to operate to set guidelines. If for any reason the following cannot be met, we will be unable to operate the pre-school for that session and will be forced to close.

**THE PRE-SCHOOL WILL REMAIN CLOSED UNTIL THE PROBLEM HAS BEEN RESOLVED.**

### The pre-school will close when:

- We do not have enough members of staff and other adults, to legally comply with the adult child ratios;
- Failure in supply of services (water, electricity, sewerage);
- Boiler breakdown, meaning the building cannot be kept at a reasonable temperature
- Accidental damage or vandalism to the setting making it unfit for purpose
- Extreme weather conditions such as snow, flood or storms

Due to our semi-rural setting, occasional power cuts are experienced which can affect our service. In such circumstances and where there are no other health and safety issues, we will implement the following procedures:

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

### Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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### Procedures

- Flasks of hot water will be bought in by staff/volunteers if appropriate (where prior notice has been given).
- Running cold water and appropriate hand wash or wet-wipes (fragrance free) will be used.

- Disposable plates, bowls and cups will be used for snacks.
- Battery operated light source will be used if necessary in the large storage cupboards to aid staff.
- Where room temperature is affected (heating) we will follow the guidelines as per 'The workplace (Health, Safety and Welfare) Regulations 1992' and 'The Education (Schools Premises) Regulations 1999'.

### **Emergency Staffing Shortfall**

In the event that we do not have enough adults to legally run the pre-school session we will follow the points set out below, to try and resolve the situation:

- If supervisor to be absent, Claire Barnett (deputy) or in an emergency Catherine Barrett-James (Level 3) will always be on duty, supported by the pre-schools highly experienced staff team.
- Call in another paid member of staff.
- Work through the 'Committee Contact list' to ask for someone to come in and help.
- When parents/carers arrive, ask for a volunteer to stay and help.
- If no staff, Committee members or parents/carers are able to help, ask for volunteers to take their children home, to bring the adult child ratios back to within legal requirement, offering them an alternative session at a later date to compensate.

### **If the pre-school is forced to close for a session, then we will:**

- Try to notify the parents/carers in advance. (using phone, email, website and Facebook,)
- Refund any fees or offer alternative session where possible.
- Pay staff as normal (unless they are sick and do not qualify for satisfactory Sick pay or Occupational Sick pay).

Where this is not possible parents/carers will be informed when they arrive.

Staff are required to remain at the pre-school undertaking a duty which does not involve the children, providing it is safe for them to do so.

Where possible we will attempt to recover any loss from a supplier in case of lost services or buildings.

**Longer term closure** – should we be advised by Government to close due to unexpected circumstances parents/carers would be contacted with full details along with expected length of closure.

**The supervisor will liaise with the Committee Chairperson on all decisions affecting session closure.**

**(N.B- the pre-school is unable to run at all without the help of a volunteer, parent run management committee).**

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 28 <sup>th</sup> September 2023
Date to be reviewed	<hr/> 28 <sup>th</sup> September 2025
Signed on behalf of the management committee	<i>William Baldwin</i>
Name of signatory	<hr/> William Baldwin
Role of signatory	<hr/> Chairperson

#### **Legal framework**

- The workplace (Health, Safety and Welfare) Regulations 1992'
- 'The Education (Schools Premises) Regulations 1999'.

#### **Further guidance**

- Can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites