

## 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 - 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'.
- Accidental damage or vandalism to the setting making it unfit for purpose
- Extreme weather conditions such as snow, flood or storms

### 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.**

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 28 <sup>th</sup> September 2025
Date to be reviewed	<hr/> 27 <sup>th</sup> September 2027
Signed on behalf of the management committee	<i>Laura Thornber</i>
Name of signatory	<hr/> Laura Thornber
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