Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment.
Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

01.23 Enforced closure

Policy statement

Occasionally it may be deemed necessary to close the preschool at short notice, for health and safety reasons or other reasons beyond the immediate control of the preschool committee and preschool staff.
Enforced closure may be necessary due to fire, gas or water leaks, burglary, accidents, notifiable infectious diseases, damage to the building, utility failure, security breaches or council use of the building. If the preschool must be evacuated at short notice during a session, our safe house will be Hollybrook Junior School, where the preschool children will be taken.
We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

Procedures

- In cases of emergency (see reasons above), the Manager will assess the situation in accordance with the Welfare Requirements of the Early Years Foundation Stage (EYFS). Parents will be notified either in person or by telephone and any decision on closure will be passed on at that time. Parents and carers should be aware that at all times the safety of children, staff and visitors is paramount and that the Manager and staff reserve the right to remove everyone present to a place of safety.
- If an enforced closure is deemed necessary during session times, parents will be contacted and asked to collect their children; staff will look after children until they can be collected. Depending upon the situation, this may be in the preschool, or at Hollybrook Junior School.
- If the decision to close the school is taken during the evening or early in the morning, the Manager will notify all staff.
- The closure of the preschool will be announced on the Little Berries website and Facebook page. The Manager and/or Business Manager are responsible for this.
- All staff should ensure that they have access to a mobile phone, as the usual telephone service may be disrupted.
- A notice of closure will also be placed on the preschool door where feasible. Unless unsafe to do so, a member of staff will be present at the preschool until all the affected families have been contacted.

- If necessary, the Manager will inform Ofsted of any enforced closure.
- If at any time, and for any reason, the Manager are unable to ensure that the required number of suitably qualified adults attend a preschool session then, under the Welfare Requirements of the EYFS, they will have no option but to close the preschool to children until the situation is rectified
- If the preschool is forced to close, we will offer an extra session(s) to replace the one(s) missed through closure or a full refund on any additional fees.
- If the preschool is forced to close, staff will receive full pay for the sessions they are unable to attend through no fault of their own.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five Steps to Risk Assessment (HSE 2011).

This policy was adopted by _____

On _____

Date to be reviewed _____

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____