



SETTING CLOSURE

Long Bennington Pre-School

Registered Charity: 1157300

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

3.64. Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

In the event of exceptional circumstances

Long Bennington pre-school will not open if this results in a breach of EYFS welfare requirements and/or Ofsted registration

In order to operate we must meet the following criteria

- The EYFS welfare requirements
- Our insurance policy
- The number of appropriately qualified staff available
- Appropriate child/staff ratios
- The physical environment of our setting (risk assessment)
- 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:

- Lack or failure of heating
- Accidental damage or vandalism to the setting making it unfit for purpose
- Failure in supply of services (water, sewerage, electricity)
- Ratios due to illness or understaffing
- Extreme weather conditions such as snow, flood or storm

Unexpected closure before a session

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

- The first member of staff on site will inform the manager. If needed the emergency services will also be contacted
- The manager will contact parents immediately to inform of the session closure and reason
- Unexpected closure poster will be displayed on the main door
- The manager will inform Ofsted and if necessary the insurance company

Closure during a session

- If necessary the children will be evacuated to a place of safety as per the emergency assembly point: 'The Royal Oak' Public House, Main Road, Long Bennington, Newark, Notts. Tel: 01400 281332
- Parents will be contacted to collect their children

Whenever the setting is closed a report will be completed confirming the circumstances and any actions taken. This will be available for parents to view at any time.

This policy was adopted by Long Bennington Pre-school

On 11th March 2019

Date to be reviewed March 2020

Signed on behalf of the provider

Name of signatory

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