

Setting Closure Procedure

EYFS: 3.58

In the event of exceptional circumstances, Happy Days Day Nursery will not open, if this will result 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

1. Lack or failure of heating.

2. Accidental damage or vandalism to the setting making it unfit for purpose.

3. Failure in supply of services (water, sewerage, electricity, gas).

4. Ratios due to illness or understaffing.

5. 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 and staff will contact parents immediately through our Facebook page and where possible by phone, to inform of session closure and reason.

Unexpected closure poster will be displayed on main door where possible.

The manager or deputy will inform Ofsted and if necessary the insurance company.

Closure during a session - If necessary children will be evacuated to a place of safety as per the emergency assembly/collection point:- UMC Halls, St Andrews Street.

Parents will be contacted to collect their children.

Whenever a session 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.

If the setting closes due to circumstances beyond our control then fees and funded hours will not be refunded.

This policy was adopted on	Signed on behalf of the nursery	Date for review
January 2011	<i>Miss Jo Brown</i>	<i>April 2019</i>