



GROWING AND LEARNING TOGETHER

Setting Closure Procedure

In the event of exceptional circumstances **Little Jesters** 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, gas)
- Ratios due to illness or understaffing
- Extreme weather conditions such as snow, flood or storm (Our opening will run in conjunction with the schools and if they close due to bad weather we will do the same)

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/ chairperson, if needed the emergency services will also be contacted
- The local radio station will be contacted
- The Manager / Chairperson will contact parents immediately to inform of session closure and reason, hopefully this will be done by 8:45 am
- Unexpected closure poster will be displayed on main gate
- The manager / chairperson will inform Ofsted

Closure during a session

- If necessary children will be evacuated to a place of safety as per the emergency assembly/collection point:-
Faldingworth Village Hall
- 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.

Procedure regarding fees for any cancelled sessions will be discussed with the pre-school committee.