

SECTION EMERGENCY CLOSURE

The reason for closure, whether planned or unexpected, will be to ensure the safety of the children and our staff team. The Manager and Deputy Manager will pass on information through Tapestry and Facebook page to ensure families have advanced warning of possible closures.

If there is a requirement to close the setting during the operating day due to any of the below reasons staff will call and notify parents/carers at the earliest convenience.

Parents/carers will be requested to collect their child as soon as possible. Springwood will contact parents/carers who lives or work furthest away in first instance. If this fails, emergency contacts for the child will be called. It is important parents/carers provide Springwood with up to date contact details.

The decision to close the setting will be made by the Owner and Management. Management will notify all staff of the decision and the staff will immediately and in advance or as soon as practicable. Information will be on Tapestry and Facebook page.

In the event that the Springwood has to close at times other than scheduled holidays, this policy will apply to ensure that all involved has a clear understanding of the procedures, which will take place.

In the event of the following, we may be required to close at short notice:

- When the building is unusable due to accidental or malicious damage.
- Fire damage or collapse of the building or adjoining buildings.
- When an outbreak of illness within the setting requires closure in line with Health Protection agency (HPA) and Insurance or Ofsted guidelines.
- When illness/absence level within Staff means it is impossible to maintain the correct child to adult ratios.
- Acts of nature to include floods, storms, fire, extreme weather and/ or if it is deemed unsafe to travel
- War or act of terrorism.
- Intruders.
- Structural problems with the building which cannot be addressed whilst the building is operational and which require emergency repairs.
- Serious Injury

The list is not exhaustive.

Closure of rooms

In the event that we have to close a room or an area of the setting due to emergency maintenance or staff difficulties, we will endeavour to accommodate children within other areas of the Preschool or Nursery, which is suitable until such time their usual area can be re-opened. The Manager or Deputy Manager will take responsibility to ensure that parents are informed of these changes at the earliest convenience.

Staff Shortages

In the event that we experience staff shortages, we aim to replace these staff by using familiar bank staff and childcare agencies. Whether possible, we will request agency staff, who has previously attended in order to provide consistency for the children. If we still need to close, we will follow emergency closure procedures.

Long-term closure

Springwood would seek to find an alternative temporary venue. If no suitable alternative were found the setting would temporarily close.

Springwood would do all in its power to provide care. However, we always would seek confirmation that the building is considered safe and has been deemed fit for purpose following a collapse or fire, etc., before it could reopen.

Death or Serious Injury to a Child or Member of Staff

In the event of a death or serious injury of a child or staff member of the preschool and nursery the Manager would discuss whether it would be appropriate for the sessions to continue. The parents/carers would be informed so consideration could be made to the effect on their own child and the staff in the setting.

Childcare/ After or Before school services Fees

If any unexpected closure exceeds more than three (3) days (excluding times in which the setting would already be closed) we will credit you with the 50% of fees that represents your missed contracted sessions after these three (3) days. For the first three (3) days full price fee apply. We will follow Local Authority advice of when it is appropriate to stop charging fees. This will also depend on circumstances and reason of emergency closure.

Staff pay

Springwood will abide by statutory rights with regards to pay while setting is closed for long period of time. Springwood reserves the right to lay-off staff or if necessary proceed with redundancies.

For days like 'snow day' where setting may be closed completely or early, staff can choose to work from home – completing online trainings, tapestry and necessary readings.

Springwood will endeavour to stay open at all times, but in the event of unavoidable closure, the setting will re-open at the earliest opportunity.