



Administration

Unexpected Closure Policy

Policy statement

Rotherfield Pre-School will normally remain open in all weather conditions.

However, in the event of unexpected closure due to exceptional circumstances (detailed below) we will aim to make the notice available as soon as possible. This will be publicised on our website, through email notification, and our Facebook page.

In the event of adverse weather conditions, parents are advised not to send their children if they feel they cannot safely complete the journey.

In the event of an unexpected closure, Manager/ Deputy Manager will inform Ofsted and, if necessary, the insurance company.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as one or more of the following:

- Lack of safe access to the Pre-School.
- Danger of the Pre-School being cut off by snow.
- Heating, electricity, or water failure.
- Exceptionally high or low air temperatures.
- Accidental damage or vandalism to the setting making it unfit for purpose
- Unable to meet suitable adult:child ratios due to staff illness
- In the event of a fire

If an incidence (as noted above), or severe weather occurs during the hours the Pre-School is open, we will contact parents/ carers to arrange for the quick and safe collection of the children. Staff ratios will be maintained until all children have left the Pre-School setting.

In the event of a fire, our fire assembly point is the Football Club. Once all the children are safely evacuated from the building, they will be escorted to Rotherfield Primary School to await collection by parents.

We always require up to date contact information for parents/ carers/ emergency contacts in case of unexpected closure.

Parents will not be charged for closures due to exceptional circumstances where the Pre-School remains closed for a continuous period of 3 days or longer. Funded hours commence from the beginning of each week and cannot be accrued.

Coronavirus - COVID19

In addition to our usual policy:

- During the coronavirus (COVID19) outbreak

We are taking additional measures to ensure the safety of our staff and all the children in our care. To have a fuller understanding of these, please see our COVID19 policy.

We cannot guarantee that Rotherfield Village Pre-school will not be affected by a case of COVID 19. Whilst we will be doing everything that we can to minimise the risks, this will not prevent the virus being brought into the setting.

In the event of a case of COVID19 within the pre-school:

- In the event a member of staff or child within our setting with a confirmed diagnosis of COVID19, Rotherfield Pre-School is required to contact the Department of Education and all the staff and children will be sent home and advised to self-isolate for 10 days with their households. Rotherfield Pre-School will remain closed during this time and a deep clean will take place before re-opening.
- If a member of staff, child or their associated household from within Rotherfield Pre-School is contacted as part of the national track and trace programme, a rapid investigation will be carried out by track and trace and we will be advised on the most appropriate action to take. Rotherfield Pre-School will follow the advice given in every situation.

Parents will not be charged for closures of the Pre-School for continuous periods of 3 days or longer. Funded hours commence from the beginning of each week and cannot be accrued.

In the event of a local lockdown in relation to COVID19:

- We will follow Government guidelines. Rotherfield Pre-School will remain closed for the duration stipulated by the Government.

Additional Information re COVID19:

We may be forced to close temporarily for the following reasons.

1. A temporary closure for the deep cleaning of the setting. We would hope that this will be a short-term closure before we can reopen again, although it will be guided by the availability of a deep cleaning crew.
2. Closure due to lack of staff. Due to the strict adult: child ratios that we work to, any member of staff having to self-isolate for themselves or a household member, may impact on a bubble.
3. Closure due to lack of resources - if we run out of vital supplies such as toilet roll, anti-bacterial spray/ bleach/ cleaning products, and anti-bacterial handwash/ hand gel, we will be forced to close as we cannot operate without these items.
4. You may choose to remove your child from the setting voluntarily, without the presence of symptoms and/ or direct medical advice. If this is the case, please notify us in advance. This absence will be treated as 'holiday' under the existing fees policy.

Please note that the hours booked at the start of term will be chargeable as we staff per term. Any absent days through sickness or holidays are also chargeable. Please also note that due to staffing we cannot swap days and that any change in your normal sessions will be chargeable.

This Policy was written by	Shereen Milledge – Manager
This policy was adopted by	Rotherfield Village Pre School Directors
Date	November 2021
Review Date	November 2022 or earlier if required

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
December 2020			Rotherfield Pre-School Staff & Directors
November 2021	None required	Shereen Milledge	Rotherfield Pre-School Staff & Directors