



Closure Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> • Updated format and introduction of version control • Changed job titles in light of recent changes to organisation • Information relating to closure due to staff absence or illness included from our Employment and Recruitment Policy • Updated reference to our Fire Safety, Emergency Evacuation and Lockdown Policy
1.1	30.08.2018	RM / LC	<ul style="list-style-type: none"> • Reflects reduced starter age with input from Bucks CC (NF)
1.2	20.09.2018	RM / LC	<ul style="list-style-type: none"> • Updated people who notify of closure to Ofsted/Bucks CC
1.3	24.04.2019	RM / NK	<ul style="list-style-type: none"> • Update job titles
1.4	19.09.2019	LC / NK	<ul style="list-style-type: none"> • Updated first point of contact to Preschool Manager

Reviews and Approvals

Policy adopted :	6 October 2009 by Windmill Under 5s Management Committee	
Date of last review:	17 September 2020	
Date of next review:	Autumn Term (September) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment: Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health: The provider must promote the good health of children attending the setting.

Safety and Suitability of Premises, Environment and Equipment

28. Closure

Policy Statement

An emergency is an event which threatens to disrupt the normal running of Windmills. This includes fire, burglary, accidents, infectious disease, adverse weather, staff sickness/shortages. This list is not exhaustive.

Emergencies may happen inside or outside the preschool, during session times or outside hours. The key to coping with an emergency is good planning and preparedness. This procedure outlines the steps to be taken in the case of emergency to ensure good communication and orderly conduct so that the welfare of children, staff and other individuals is maintained.

Procedures

Closure due to an emergency situation outside preschool hours

- We operate a text messaging system whereby parents/carers give mobile phone details of who they would like to be contacted should Windmills have to close.
- If there is damage to the building that we are aware of the day before preschool, or before 8.45am on the morning of preschool, the Preschool Manager will do the following:
 - Contact the Business Manager and Chairperson to confirm closure
 - Business Manager will text all parents/carers
 - Business Manager will post a notice on the front page of the website
 - The Chairperson will inform Ofsted of any closure. The Business Manager will register the closure with Buckinghamshire County Council Early Years.
- If physically possible, the Business Manager will stay at the premises to explain the situation to any parents/carers who did not receive the message.
- In the event of closure prior to opening then there will be no charge for these sessions.
- It is very important that parents/carers keep the Business Manager up to date of any changes to contact details.

Closure due to emergency during preschool hours:

- Please see our evacuation procedure in our Fire Safety, Emergency Evacuation and Lockdown Policy.

- If there is reason to close during the session the Preschool Manager will contact parents/carers after consultation with the Chairperson. Parents/carers will then be required to pick up their children.
- Parents/carers will still be charged for the session.

Closure due to adverse weather

- The decision will be made by the Preschool Manager and Chairperson to close. A decision to close will be made as early as possible, though on some occasions the weather may deteriorate quickly after a decision to open has taken place.
- Text messaging will be put into action as early as possible by the Business Manager.
- The Business Manager will put a notice on the front page of our website
- If closure is likely due to severe weather conditions parents/carers should keep checking the preschool website.
- If in doubt parents/carers should call our Preschool Manager on 07502 198 405.
- If we make the decision to open children should only be sent to Windmills if parents/carers are satisfied that the journey is safe. Parents/carers must also be satisfied that the return journey will be equally safe.
- If the weather deteriorates significantly during session time to cause parents/carers concern, parents/carers should come and collect their children early.
- The Chairperson will inform Ofsted of any closure. The Business Manager will register the closure with Buckinghamshire County Council Early Years.
- If we close prior to the session starting a charge will not be made for the session. If we close during the session due to worsening weather a charge will be made for the session.

Closure due to staff shortages/sickness

If in the event that we are aware of a staff shortage that will impact us being able to open within ratio and with suitably qualified staff prior to 8.45am, the Preschool Manager will decide with the Chairperson the best course of action.

The options considered are as follows:

- Draw on a pool of suitable staff, either previously, or currently, employed at Windmills.
- Enlist the help of parents/carers/members of the Management Committee who have been DBS checked.
- If we are unable to enlist the help of the persons mentioned above, the Preschool Manager will reduce the number of children entering Windmills to meet the required ratio, as follows:
 - Parents/carers will be contacted, where possible prior to Windmills opening.
 - We are required to open where possible for funded children as priority.
 - If we are still not in ratio we will take the children on a first come first in basis when they arrive at Windmills, until we can take the required number for us to operate safely and within ratio.

- Parents/carers whose children arrive and we are unable to provide a safe setting will be asked to take their children home.
- If we are unable to take children due to staff shortages/sicknesses then those children who have been excluded will be refunded on their next invoice.
- We will do our best to accommodate as many children as possible, whilst running a safe session.
- If we are able to run at full capacity staff with the requisite staff part way through the session, we will contact parents/carers and advise them that it is safe for them to bring in their children if they wish. If children are brought in part way through the morning they will be charged for a full session.

The requisite staffing qualifications and ratios are defined in the Early Years Statutory Framework and outlined in our Staff Ratios Policy.

Please also refer to our Fire Safety, Emergency Evacuation and Lockdown Policy.