



Closure Policy

September 2026- September 2027

Acorn Childcare Centre will take all reasonable steps to maintain safe and effective provision during exceptional circumstances. However, the Centre will not open, or will close during a session, where it is unable to meet the requirements of the EYFS, its registration conditions, insurance requirements, staffing requirements, or the safety and individual needs of the children in its care.

To operate the Centre must meet the following criteria:

- The EYFS welfare requirements
- The Centre insurance policies requirements
- The number of appropriately qualified and suitable staff available to safely operate the Centre
The required child: staff ratios and the individual needs of children attending
- The physical environment of the Centre
- The ability to safeguard the children in the Centre's care in the event of a Critical Incident

An exceptional circumstance is defined as something which has happened beyond the Centre's 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. Where staffing levels are affected by unexpected absence, the Centre Manager will consider whether safe alternative staffing arrangements can be made, including the use of available suitably qualified staff, changes to room arrangements or temporary adjustments to the deployment of staff. The Centre will only remain open where the safety, welfare and individual needs of all children can continue to be appropriately met.
- Extreme weather conditions such as snow, flood or storm

Where an incident or closure may affect access to, or the safety of, the wider school site, the Centre Manager will liaise with Malcolm Sargent Primary School as appropriate. Acorn Childcare Centre operates under its own registration and risk assessment arrangements and may open or close independently of the school.

Unexpected closure before a session

On discovering that a scheduled session cannot be run, the following procedure will start:

- The first member of staff on site will inform the Centre Manager. If needed the emergency services will also be contacted.
- Where continued operation is not possible or would compromise children's safety or welfare, parents/carers will be contacted and asked to collect their child as soon as reasonably practicable. Children will remain appropriately supervised and cared for until they are collected.
- Parents/carers will be notified using the Centre's established communication systems, which may include telephone, email, parent communication platform and/or text message, depending on the circumstances.
- The Manager will consider whether the circumstances require notification to Ofsted, in line with current Ofsted requirements. Where notification is required, this will be completed within the required timescale.

Unexpected closure during a session

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

Where Acorn cancels a session before it has commenced, families will not be charged for the cancelled session. Where appropriate, payments made in advance will be credited against future bookings in accordance with the Centre's terms and conditions.

Where the Centre has opened and a session subsequently has to close, fees will normally remain payable in accordance with the Centre's terms and conditions

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2024</i> <i>Reviewed September 2025 – SK</i> <i>Reviewed September 26-LH</i>	<i>Lorna Hodgett</i>	<i>September 2025</i> <i>September 2026</i> <i>September 2027</i>

This policy will be reviewed in line with changes to the EYFS Statutory Framework, Ofsted requirements, relevant government emergency-planning guidance and the Centre's own risk assessments.