



Closure Policy
January 2023
Review January 2024

In the event of exceptional circumstances Acorn Childcare Centre (the Centre) will not open if this results in a breach of EYFS welfare requirements and/or Ofsted registration.

In order to operate the Centre must meet the following criteria:

- The EYFS welfare requirements
- The Centre insurance policies requirements
- The number of appropriately qualified staff available
- Appropriate child: staff ratios
- 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
- Extreme weather conditions such as snow, flood or storm

Although the Centre is within the grounds of Malcolm Sargent Primary School, its closure/opening may not run in conjunction with the school.

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 Centre Manager. If needed the emergency services will also be contacted.
- The Manager will contact parents immediately to inform of session closure and reason.
- Unexpected closure poster will be displayed on main door.
- The Manager will inform Ofsted and if necessary the insurance company.
- Fees will not be charged for sessions cancelled in advance by Acorn Childcare Centre. Any payments made in advance will be set against future bookings.

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. Fees will be charged for sessions as normal.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2023</i>	<i>Lorna Hodgett</i>	<i>January 2024</i>