



Closure Policy
April 2020
Review April 2022

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.