

EMERGENCY PLANNING AND CLOSURE DUE TO UNFORSEEN CIRCUMSTANCES

See also Attendance Policy, Emergency Procedures and Lockdown policy, Sun Protection policy

Guidance Emergency planning and response for education, childcare, and children's social care settings (May 2023)

Policy Statement

Box Pre School Playgroup will only close in the event of unavoidable circumstances, such as severe weather, flooding, public health incident, fire, severe damage to the building or staff illness.

During severe weather conditions, we will endeavour to keep open and let as many children attend as possible, where safe to do so. Severe weather conditions include:

- extreme heat
- flooding
- storms
- snow

If it is necessary to close temporarily due to inaccessibility or risk of injury we will contact parents via Tapestry and email.

Parent/Carer Decision Not to Attend During Severe Weather or Other Emergencies

Where Box Pre-School Playgroup has assessed the situation and made the decision to remain open, parents and carers remain responsible for deciding whether they consider it safe and appropriate for their child to travel to and attend the setting.

We recognise that individual families' circumstances may differ, including their location, local road and weather conditions and their means of travel. Parents and carers will therefore not be expected to bring their child into the setting

if, in their judgement, doing so would present an unacceptable risk to themselves or their child.

If a parent or carer decides that their child will not attend, they must inform the setting as soon as possible and provide the reason for the absence, in accordance with our Attendance Policy and the requirements of the Early Years Foundation Stage (EYFS) statutory framework.

In line with the EYFS statutory framework, the setting will follow up any absence where we have not received notification from a parent or carer, as well as prolonged absences. We will consider patterns and trends in children's attendance and will follow our safeguarding procedures where an absence gives rise to a concern about a child's safety or welfare.

Staff sickness

The supervisor will contact all available bank staff but if are ratios cannot be met, we will temporarily close or reduce numbers of children attending. If there is a case of a communicable disease we will take advice from the health protection agency and inform OFSTED. A deep clean of the premises will take place before we re -open.

Staff Shortages

In exceptional circumstances, if there are high levels of workforce absence we may need to temporarily prioritise places and we will give priority to:

- [vulnerable children and young people](#)
- the [children of critical workers](#)
- Three and four year olds, particularly those transitioning to reception.

Unfortunately, we are unable to issue refunds for unforeseen closures.