

**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

## Session Closure Policy

### Policy statement

*Under the arrangements which govern pre-schools we have to operate to set guidelines. If for any session the following cannot be met we will be unable to operate the pre-school for that session and will be forced to close.*

THE PRE-SCHOOL WILL REMAIN CLOSED UNTIL THE PROBLEM HAS BEEN RESOLVED.

### The pre-school will close when:

- We do not have enough members of staff and other adults, to legally comply with the adult child ratios.
- Services have been disconnected, i.e. there is no water or electricity and the hall temperature is unacceptable.
- Failure of heating, meaning the temperature is not acceptable.
- There are any other health and safety issues, which make the building and/or immediate surroundings unsafe for children/adults (e.g. as the result of severe weather conditions).
- Due to our semi-rural setting, occasional power cuts are experienced which can affect our service. In such circumstances and where there are no other health and safety issues, we will implement the following procedures:

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

## **Procedures**

- Flasks of hot water will be bought in by staff/volunteers (where prior notice has been given).
- Running cold water and appropriate hand wash or wet-wipes (fragrance free) will be used.
- Disposable plates, bowls and cups will be used for snacks.
- Battery operated light source will be used in the large storage cupboards.
- Where room temperature is affected (heating) we will follow the guidelines as per 'The workplace (Health, Safety and Welfare) Regulations 1992' and 'The Education (Schools Premises) Regulations 1999'.

## **Emergency Staffing Shortfall**

In the event that we do not have enough adults to legally run the pre-school session. we will follow the points set out below, to try and resolve the situation:

- Call in another paid member of staff.
- Work through the 'Committee Contact list' to ask for someone to come in and help.
- When parents/carers arrive, ask for a volunteer to stay and help.
- If no staff, Committee members or parents/carers are able to help, ask for volunteers to take their children home, to bring the adult child ratios back to within legal requirement, offering them an alternative session at a later date to compensate.

## **If the pre-school is forced to close for a session then we will:**

- Try to notify the parents/carers in advance.
- Refund any fees.
- Pay staff as normal (unless they are sick and do not qualify for satisfactory Sick pay. or Occupational Sick pay).

Where this is not possible parents/carers will be informed when they arrive.

Staff are required to remain at the pre-school undertaking a duty which does not involve the children, providing it is safe for them to do so.

Where possible we will attempt to recover any loss from a supplier in case of lost services or buildings.

**The Manager/Leader will liaise with the Committee Chairperson on all decisions affecting session closure.**

**(N.B- the pre-school is unable to run at all without the help of a volunteer, parent run management committee).**

### **Legal framework**

The workplace (Health, Safety and Welfare) Regulations 1992'

'The Education (Schools Premises) Regulations 1999'.

### **Further guidance**

- Can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites.