

## 22. Enforced Closure Policy

### Statement of intent

It is our intention to remain open unless adversely affected by the breakdown of essential services (e.g. water and power supply, heating), severe weather conditions or closure due to some other emergency situation.


### Aim

We aim to avoid or rectify the problem as soon as possible and keep all parents/carers informed of the situation.

### Methods

In order to achieve this aim, the following enforced closure procedure will apply:

- The Manager/Supervisor in charge will make the decision to close Welford Pre-school either before a session commences or during a session if any of the above situations occur.
- As far as possible, parents/carers will be contacted by telephone to be informed of a closure and, if already in session, to arrange for the collection of children. Any parent/carer unable to be contacted before a session commences will be met by a representative at the premises to be informed of the enforced closure.
- The legal requirement for staff/child ratios will be adhered to until all children have left the premises.
- Parents/carers will be kept informed of any on-going situation.
- Depending on the exact circumstances of the aforementioned need for closure, refunds for 'closed' or 'partial' sessions will only be given at the discretion of the Committee and Manager.

Date reviewed	<b>8<sup>th</sup> April 2021</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>15<sup>th</sup> April 2021</b>
Signed on behalf of the Committee	
Role of signatory	<b>Chair</b>