

Organisation Closure of the Setting

**Unique
Child**

**1.1 Keeping
Safe**

**Positive
Relationships**

**Enabling
Environment**

**3.4 The Wider
Context**

**Learning
Development**

We are well aware of the inconvenience it causes when Haddenham Puddleducks Pre-school has to close but sometimes it is unavoidable. We close as a last resort.

There are two main reasons why the setting may need to close:

- *A shortage of staff*
- *Problems with the setting venue i.e. problems with the services / a break in / vandalism*

In the event of a staff shortage we will request cover, firstly from other pre-school staff members and then from the committee and parents. However we do need a certain number of qualified staff on site and we must keep to the child/staff ratio.

In the event we have a problem with the setting itself we will endeavor to relocate temporarily to another venue. This is dependant on being able to move equipment and resources.

Should the closure take place before the setting opens, the Administrator will contact the parents of the children attending the session concerned and inform them of the situation.

Should the closure take place during a session, the manager or deputy manager will contact the parents of the children attending the session concerned and inform them they must collect their children immediately.

Should the closure take place during a session and we need to evacuate the building, the manager or deputy manager will contact the parents of the children attending the session concerned from the location we have evacuated to and inform them they must collect their children immediately from the new location.

Should closure take place the Chair of Haddenham Puddleducks Pre-school will be contacted as soon as possible.

The Scout & Guide Association will also be made aware of the closure as soon as possible.

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by