



UNPLANNED CLOSURE PLAN

Aim

Our aim is to open regularly within term times* Monday to Friday from 09:00-16:00**

In order to open we must ensure that we meet the following criteria:

- The EYFS statutory framework requirements (e.g. meeting adult to child ratios; secure environment; sufficiently qualified staff)
- The requirements of our insurance policy
- The quality / suitability of the physical environment (e.g. taking into account risk assessments).
- The ability of the provider to safeguard the children in our care in the event of a critical incident.

In the event of an unplanned closure, it will be the decision of the owner and senior management and communication to other staff members and parents will cascade down.

During an emergency, in the first instance, the owner and senior management will assess the situation and remind staff members of their emergency roles and move children to safety if they are in danger. They will alert emergency services if appropriate and alert the local authority's emergency team as appropriate.

The nursery website page and social media page will be updated with important information, including the emergency contact number.

A nominated member of staff will be responsible for contacting parents ensuring that they make the calls quickly (to prevent the spread of misinformation among parents). At the same time they will record who has been successfully contacted to avoid re-contacting / missing contacts out and wasting time. They will give parents clear information about what they should do e.g. follow the usual collection routine or collect their child immediately or if the premises have been evacuated, let parents know where children are being sheltered.

During severe weather conditions such as flooding or snow, we aim to keep the setting open for as long as possible. It may be necessary to close temporarily due to inaccessibility or risk of injury. We will endeavor to reopen as soon as possible. As per our fees structure there will be no refund of fees due to inclement weather e.g. snow, as staffing costs will still need to be met on these days. We will endeavor to offer parents of children in receipt of free early education replacement sessions where possible.

If the nursery is required to move to temporary premises, we will contact OFSTED to register a new address if required.

If the setting is unable to open prior to the start of a session, the owner will contact senior staff who will in turn inform other staff members. The owner will contact parents / carers via telephone and email if necessary to inform them of the situation. The website will be updated and social media pages kept up to date.

Name	Signature	Date Read

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Proprietors: Mr. and Mrs. M Green B.A. Hons, P.G.C.E
Head Teacher: Mrs Linda Gray B.Ed.Hons