



Little Oaks Pre-School  
Brackley

## Setting Closure Policy

At Little Oaks we aim to offer a continual service to our families. However, our priority is always the health and safety of the children, staff, parents and visitors, and there will be occasions when we are unable to open due to adverse weather conditions or reasons beyond our control i.e. failed heating, water/sewerage problems, flood, fire outbreak, severe staff illness or an illness epidemic/pandemic.

We will communicate any changes in opening hours to parents and carers via their personal emails, on the website at [www.littleoakspreschool.co.uk](http://www.littleoakspreschool.co.uk), and social media.

We will remain committed to doing what is possible to open safely, and the following policy will apply:

- All staff will be expected to work unless travelling would be unsafe to do so;
- If staff decide themselves not to attend their normal days' work, this will be unpaid;
- All staff are expected to find their own childcare arrangements;
- We will remain closed if unable to make the site safe.
- We will remain closed if unable to meet minimum child/adult ratios.
- If we have to leave the site for any emergency situation the evacuation policy will be followed and if it is deemed not safe to re-enter the building we will organise the relocation to our safe place - Bridgewater House, Residential Home. All parents would be notified by a telephone call and asked to collect their children as soon as possible.
- If we are open and accepting children the terms of our Fees & Charging policy will apply.
- If closure of the setting exceeds 2 days we will refund fees for missed sessions, and staff who would normally work those days, will be unpaid.
- We will open the site as soon as is safe to do so. If this involves clearing or checking the site this may result in late opening or closure for a limited period, this will be added to the website and parents contacted via their emails.
- In the case of an illness epidemic or pandemic in the community, we will operate in line with the government health guidelines, including closing the setting if necessary, to prevent the spread of infection. The decision to close will be made by the Setting Manager and Management Committee with the appropriate health authorities. Parents will be updated via email.
- In the event of closing, children should only be left in the care of the adults authorised by the parent/carer to collect the child.
- Records of the child's personal contact information will be on a hard copy in each classroom to allow ease of contacting appropriate adults.
- If we face an emergency evacuation situation we follow the procedure laid out in that specific policy.

See also Fees and Charging policy, Health and Safety policy, Emergency Evacuation policy.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Reviewed & updated Jan 2012; Reviewed January 2013, Oct 2013, May 2015, Reviewed Jan 17, reviewed & updated March 2018. Reviewed and Updated Feb 19. Reviewed and updated March 2020.