

## Unplanned closure plan: guidance for providers

It is good practice for Providers to have an 'unplanned closure plan/policy'. This document offers some guidance to assist you in producing this.

The following government document is **essential** reading and provides guidance: [Emergency planning and response for education, childcare, and children's social care settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)

### Aim

The provider's plan should state that it is their aim to open regularly within ... (record your regular opening pattern). The plan should explain that, in order to open the provider must meet the following criteria:

- The EYFS statutory framework requirements
- The provider's insurance policy
- The physical environment of the setting (risk assessment)
- The ability of the provider to safeguard the children in its care in the event of a critical incident

### Closure decision and communication:

Who will make the decision?

What is the chain of communicating?

How are parents/carers informed?

Who holds back up of contact details of families for such purposes?

What is your policy if you close mid-session?

### Fees:

What is your policy regarding fees? For example:

- If children are unable to attend due to adverse weather but the setting is open.
- When the setting decides to close.
- Will parents of children in receipt of free early education be eligible for sessions to replace any missed due to the provider's decision to close. This is something the provider should aim to offer where possible.

### Extended periods of closure:

If the setting is forced to close for a prolonged period the Local Authority and Ofsted should be informed.

### Business continuity: useful websites

[Welcome to the Suffolk Resilience Forum \(suffolkprepared.co.uk\)](https://suffolkprepared.co.uk/)

[Public safety and emergencies: Emergencies: preparation, response and recovery - detailed information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)

[Environment Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)