



St Nicolas Playgroup

Closure Policy / Pandemic Policy

1.0 The aim of this policy is to advise staff and parents about closures

In the eventuality that the Playgroup needs to close, the Manager of the setting will have the final decision to close the setting with the support of the committee.

The setting will only be closed in the event of:

- 1) The Government or County guidance advice states groups should close
- 2) Staffing levels are too low to keep up with the Ofsted staff to child ratio regulations
- 3) Significant damage to playgroup property
- 4) Criminal activity
- 5) Severe weather (flooding/snow/storm/gales)
- 6) Public health incidents (flu outbreak/Covid 19 pandemic)
- 7) The effects of a disaster in the local community

All parents will be informed of the decision via phone/email/text or WhatsApp if possible, at the earliest opportunity. If closure is decided upon at the last moment on the morning, a member of management or committee will be at the setting to explain the decision to parents.

Managers will regularly check up-to-date information from County and Department of Education. This information will be shared with parents via the setting or through email.

2.0 Infection control

2.1 Staff

- Managers should plan for increased staff absences and be sympathetic to requests for absences to look after their families.
- Staff should be aware of the situation and make themselves available to cover at short notice when needed.
- Staff should take increased hygiene measures to reduce the spread of infection.
- Staff showing any signs of infection should go home immediately.
- Managers will notify parents of any cases suspected or confirmed.
- Managers will inform County and Ofsted of confirmed cases with regards to some infectious diseases such as measles.
- Managers will collate absence rates to inform County.
- Managers will update Bucks County Council Website informing closure dates.

2.2 Committee

- The committee should be immediately informed of any situation.
- They will help managers with the day-to-day running of the group, to enable the group to stay open.

St Nicolas Playgroup (Taplow), The Reading Rooms, Taplow Village Centre, Taplow, SL6 0EX

Tel: 07538 491936

Ofsted Registered No. EY240777

Registered Charity No. 1155996



- If closure is the only option, they will support staff and help to inform parents.

2.3 Children

- Any child showing any symptoms of infection will be kept separate from other children using the minimum of staff to minimise the chance of infection.
- Parents will be called and expected to collect their child as soon as possible.

2.4 Procedure for remaining open during an infection outbreak

- Staff must ensure if the setting remains open, procedures are in place to minimise the spread of infection.
- Staff must provide hot water and anti-bacterial soap for handwashing.
- They must explain to the children the need for frequent hand washing and help them to do this.
- Staff must provide tissues and ensure that they are disposed of properly.
- Managers should ensure that staff have access to disposable gloves.
- Face masks may be worn to reduce the risk of infections spreading.

2.5 Parents

- Parents must ensure that staff have up-to-date contact details for emergency contact. They must be available to collect their child ASAP if requested to do so by staff.
- In case they are unable to be contacted during the session they must ensure they have given staff an alternative contact for the day. This must be communicated in advance.

2.6 Parents must inform the group immediately if their child has become infected.

- Parents must keep their child at home until they have fully recovered or until the isolation period is over.

2.7 Local Authorities

- It is the Local Authorities' responsibility to communicate information and guidance from Central Government to our group.
- Managers will inform them of any confirmed cases within the group.

This Policy was adopted at a meeting held at Playgroup held on November 2021

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	