



### **Closure in an emergency**

It may be necessary to close the nursery for a variety of reasons including:

- Severe weather including snow, flooding or storms.
- Disruption to transport, for example through petrol or diesel shortages.
- An outbreak of an infectious disease.
- Accommodation problems, for example loss of power supply, heating failures or fire damage.

The Nursery will, however, endeavour to remain open where possible. Nursery contingency plans will be passed on to staff and parents at the time, dependant on the emergency.

### **Closure due to severe weather**

The decision to close the nursery will normally rest with the owner or, in her absence, the manager. The decision should be made where possible before 7.30am and on the basis of information received from the media about weather, supplemented by on the spot observation (whenever possible).

Factors involved in reaching the decision to close the nursery are likely to be:

- Access to the nursery i.e. road conditions (obstructions, snow, ice, flooding, etc.)
- Breakdown of nursery essential services (heating, electrical services, water, storm, damage, etc.)

The owner will advise staff and parents via our Family app and nursery Facebook page.

### **During nursery day emergency closure guidance**

On occasions, it may be necessary for the nursery to close during the nursery day, e.g. if the weather is deteriorating and there is doubt as to whether children can be returned home safely that day. In such cases the nursery needs to ensure that children are collected. We will firstly notify parents through the Family app and Facebook and also contact by phone in case they haven't received the messages to collect their child/children as soon as possible.

### **Staff attendance**

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the owner, the expectation is that staff will present themselves for work.

### **Clearance of snow**

Within the nursery site, the nursery is responsible for snow clearance and the clearing of approach paths upon its grounds. The clearance of public roads is the responsibility of the highways department. If there is any question of children's safety being at risk, for instance, if they are let outside and the outside area is unsafe, the nursery has a responsibility and duty of care in inclement weather to keep the children indoors.

### **Outbreak of an infectious disease**

Parent's/carers should inform the nursery if their child has been diagnosed with any infectious illness so that we can inform other parents, staff and visitors that we have had a case in the setting. This allows other parents to be on the lookout for symptoms in their child and act accordingly.

Special notices and updates will be displayed in a visible place inside the nursery.

Where there is risk of an epidemic or pandemic in the community, we will at all times follow the official government health guidelines, including closing the nursery if necessary, to prevent the spread of infection. If the decision is taken to close the nursery it will be taken by the owner or nursery manager in conjunction with the appropriate health authorities. When we are informed that a disease is notifiable, we will advise the necessary authorities, including Ofsted.

### **In the event of nursery being closed**

If the nursery is closed it is the responsibility of the owner to ensure that the following events happen:

- The decision is validated with the rest of the management team.
- The nursery Facebook is updated and a message is sent to parents via the Family app.

The nursery answer phone will **not** hold a message advising parents as to the closure. Parent's are wholly responsible for keeping the nursery updated with any new contact phone numbers and also their responsibility to update emails for the Family app and check Facebook for up to date information. The nursery cannot be held responsible for parents not receiving messages or phone calls.

These tasks do not all have to be completed by the owner, although she does have the overall responsibility for ensuring each has been carried out. There will be absolutely no refunds of fees if the nursery needs to close in an emergency.