



Emergency Closure Policy

This policy details the procedure to follow when the nursery needs to close in the event of an emergency. The welfare of all the children on site is the first priority. If it is not safe the nursery may be forced to close.

An emergency closure may occur in the event of:

- fire damage;
- flooding;
- snow and/or ice;
- heatwave;
- high levels of sickness among staff or children;
- flu pandemic; or
- no heating or water in the building.

Staff will be informed in person if they are at the nursery or via phone call or text message if the child has already been dropped off at nursery or if they are due to start.

The Nursery Manager and/or the owners will contact parents to let them know what has happened and when the nursery will reopen.

If the children are present when the emergency is taking place then the staff will take the children to another local venue where the children can play safely whilst they wait for parents to collect them.

Parents will be given one of the nurseries mobile numbers so that staff can be contacted at the new venue. We will also leave a sign on the door of the nursery detailing the new arrangements should any parents not get a message.

The Nursery Manager and/or the owners are responsible for contacting relevant services, for example fire service, gas, water, electric. Their contact numbers are kept in the telephone numbers book in reception.

The Nursery Manager and/or the owners are responsible for contacting relevant bodies to tell them that the nursery is closed, including Ofsted and the local authority.