



## **Emergency Closure Policy**

It is the intention of Tiddlers Nursery and Pre School to tell staff and parents about the procedure they need to follow when there is an emergency situation. The main priority will be the welfare of the children on site.

### **Examples of types of emergency closures:**

- Fire damage
- Flooding
- Extreme Snow
- Extreme Ice
- Extreme Heatwave
- High levels of sickness among staff or children
- Flu pandemic
- No heating or water in the building
- A bereavement
- If there are contractual implications, for example, a change to the terms and conditions.

All staff will have the training to respond to these situations appropriately. Staff will know their roles and responsibilities. Posters of these procedures can be found in the staff room as well as in the manager's office.

### **Adverse Weather:**

Every effort will be made by staff to reach the nursery in adverse weather conditions. Where staff have substantial distances to travel, consideration will be given to the safety of these journeys. If it is felt that it will be impossible, or dangerous, for staff to attempt their journey they must inform the Manager by 7.am.

The decision to close the Nursery will be taken by the Manager if:

- It becomes clear that there is insufficient staff to ensure the Health & Safety of the children by maintaining child/staff ratios.
- The adverse weather is forecast to deteriorate throughout the day
- The premises are not in a fit state to ensure the Health & Safety of the children or staff (i.e. footpaths and roadways are not cleared)

If the weather becomes a problem during opening times and it is anticipated that conditions will be too dangerous to travel later, parents will be contacted

to come and collect their child early and a decision will be made to close the nursery. Sufficient staff will remain at nursery until all the children have been collected

Any decision to close the Nursery at the start of the day will be notified to parents as follows:

- A notice will be placed on our web page by 06.30 stating that the Nursery has been closed and the reason why
- Parents will also be sent an Email announcing any closures via their eylog app.

In the event of the Nursery being closed, refunds will not be given. Parents will be offered another session providing sufficient spaces are available.

If the Nursery remains open, parents will make their own decision as to whether it is safe to travel.

Tiddlers Nursery and Pre School will not insist that children attend just because the nursery is open for business. Parents will not be given refunds if they make the decision not to attend but will be offered an alternative session when spaces are available.

#### Other Emergency Closures:

The above procedures will also be followed in the event of other outside influences that may necessitate the closure of the school such as:

- Power Failures/ Boiler Breakdowns in cold weather/Significant Staff Sickness that does not enable sufficient child/staff ratios to be maintained

Every effort will be made to ensure that the nursery remains open at all times. OFSTED will be informed of any closure due to a communicable disease and informed of reopening dates.

Signed on behalf of the nursery:

Date:

The date for review: