



## Ramillies Hall Nursery and Holiday club

### Emergency Closure Policy

#### Introduction

This policy covers situations where, due to circumstances beyond the control of the management, Nursery and Holiday Club is forced to close or to alter substantially its normal arrangements for the care of children in attendance.

#### Our Commitment

*Safeguarding and Welfare Requirements: Safety, Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire, or any other emergency.*

The Nursery will always try to stay open for all advertised session times but may be forced to close for the reasons set out below. We aim to keep these days to a minimum.

- Certain extreme weather conditions such as snow, ice, fog, floods which render extremely hazardous journeys by road and where it may be unsafe for children or staff to use or access the buildings.
- Fire.
- Lack of essential utilities e.g. no water or heating.
- The consultant for communicable disease/virus or serious illness control may close the Nursery to restrict the spread of certain disease/virus or serious illness.
- Government initiated holidays/closures e.g. additional Bank Holidays.
- Acts of terrorism.
- War.
- Staff illness affecting so many members of staff that an acceptable staff to child ratio cannot be maintained. (see supervision policy)
- A major incident
- The LEA or DFEE/Government may recommend closure or close the Nursery due to any of the above.

#### Policy Statement

##### Making a Decision to Close the School and Nursery

- The safety of children and staff must take priority in the decision to close the Nursery and/or holiday club due to any of the above mentioned conditions.

- We will keep the Nursery open if it is safe to do so, and if safe staffing ratios allow reorganising departments if necessary and appropriate.
- The Nursery Manager will make enquiries into the current and forecasted weather conditions, using information from the media. The Estates Manager will advise the Nursery Manager on the local conditions, access to the school site and safety conditions for children, parents and staff.
- When there is a low ratio of staff to children then a decision may have to be made to close the Nursery. A risk assessment will be made in the interest of children and staff safety.
- The setting will try at all times to remain open where there are sufficient staff to ensure children are cared for safely and effectively. The pupils may be grouped differently and teaching staff will be redeployed where necessarily.

### **Ways of communicating to Parents/Carers about Closures**

We will communicate closure by the following;

- An email home if time allows.
- A telephone call or text message (see below).
- A message via the Family App.
- A message on the nursery answering machine.
- A message on the nursery gates.
- If the Nursery and/or holiday club is to be closed during the hours 7.30am – 6pm, we will contact parents / carers using the details given on the Personal Record form. It is important, therefore, that we are kept up to date with any changes of telephone numbers or any emergency contacts.
- If a heavy snowfall occurs overnight and driving conditions are hazardous, then parents need to establish that the Nursery and holiday club are open before bringing their children. Alternatively, we will notify them as early as practically possible on the day by telephone to say that the setting is closed. Naturally, that situation could change over the course of the hours before the starting time of 7.30am.

Should the Nursery close for any of the above reasons, parents are asked to telephone to ensure that the nursery has re-opened before returning on the following day.

- The decision to close is not made lightly, but with consideration for the safety of the children and staff.
- If the nursery is closed due to any of the above circumstances then the fees will not be refunded.

**Additional Information for Staff.**

Staff living within reasonable walking distance of the Nursery will be expected to make every effort to get to work. Staff will be informed by the Manager or Senior Member of staff if the Nursery is closing for any reason.

During periods of severe weather, where there is a concern for travel arrangements of staff, the decision about when to leave work early will be taken by the Manager or person in charge.

If staff are unable to attend Nursery due to adverse weather conditions they must inform the Nursery by 7.15am.

If the Nursery is forced to close due to the above circumstances or any other unforeseen circumstances, then the staff would be continued to be paid where possible.

Date written / reviewed	October 2020
Signed by Manager	
Date due for review	October 2021