



## 01 Health and safety procedures

### 01.21 Emergency Closure Procedure

#### Policy Statement

Abinger Common Nursery will make every effort to remain open. However sometimes during bad weather we may find it hard to remain open as we must consider the health and safety of the children, families and staff and condition of the site.

#### Procedures

The following Emergency Closure Procedure will also be put into practice in the event of a breakdown of essential services (e.g. heating failure, water supply and also in the event of illness epidemic, terrorist attack, or any other unpredictable event that would suitably be referred to as an emergency).

A decision about whether to open the site will be made by the Nursery Manager and the Chair of our Nursery Management Committee in the best interest of the children.

#### In order to make the decision we must assess the following factors:

- ❖ The safety of the site.
- ❖ Any factors that may impact on the health and wellbeing of the children, families and staff attending the Nursery.
- ❖ Our ability to maintain the correct staff to child ratios.
- ❖ The safety for families travelling to us.

Often the decision to close the Nursery may only take place on the morning which may present difficulties to families to find childcare at short notice. We will endeavour to make the decision early in order for us to be able to notify you as soon as possible.

In the event that the weather conditions deteriorate or other situations resulting in the need for an Emergency Closure to occur during the Nursery session, parents will be contacted by telephone and asked to collect their child or children early. If this is not possible the child/children will remain in the care of nursery staff, until the parent has arranged for their child to be collected. Parents must notify the Nursery of who will be collecting their child and follow our Nursery Password Procedure, if someone unknown to the Nursery is collecting their child.

**Emergency closures of the Nursery will be communicated in the following ways:**

- ❖ A text message alert on the Nursery Parents WhatsApp group.
- ❖ An e-mail sent out to all parents to notify of the closure.
- ❖ We will also inform 96.4 Eagle Radio of the closure, and a note of the closure will be posted on the home page of our Nursery website. This notice will usually relate to a closure due to extreme weather such as snow.

**Parents will be notified of any ongoing closures via e-mails from the Nursery Manager or Management Committee.**

**In case of Emergency Closure, we are unable to offer a refund.**

This policy was adopted by	Abinger Common Nursery
On	March 2024
Date to be reviewed	March 2025
Signed on behalf of the provider	
Name of signatory	Mrs Emma Powell
Role of signatory (e.g. chair, director or owner)	Nursery Chair Person