

Emergency Closure Policy

Issue Number	Reason for Issue	Issued by	Date
1	New document	CJ Silverlock	27-1-10

Rationale

In the event of a breakdown of essential services, severe weather conditions or where the nursery has to close or partially close due to an illness epidemic this policy sets out the procedures to be adhered to.

Breakdown of Essential Services

- The manager or proprietors will make the decision to close
- All parents/carers will be contacted by telephone and asked to collect their children
- A radio announcement will be made on Heart FM to inform everyone of the closure
- If the closure is for more than one day updates will be made via the nursery website, Heart FM and the nursery answer phone

Severe Weather Conditions

- The manager or proprietor will make the decision to close in conjunction with our shortage of staff policy ensuring that ratios are adhered to at all times
- The decision will be announced on Heart FM, the Nursery website and on the nursery answer phone.
- All parents who are due in that session will be contacted by telephone where possible to inform them of the sudden closure
- If the nursery has to close early All parents/carers will be contacted by telephone and asked to collect their children
- A radio announcement will be made on Heart FM to inform everyone of the closure
- If the closure is for more than one day updates will be made via the nursery website, Heart FM and the nursery answer phone

Illness Epidemic

- On discovering that an illness has reached epidemic levels the nursery manager will contact the local Health Protection Agency and there advice will be followed
- All hygiene procedures will be enforced rigorously to ensure the virus is contained
- All activities that involve substances that can harbour infection may be suspended and all activities which require unit groups to mix may be suspended
- A notice will be placed on the notice board for parents with the advice from the health protection agency on and clearly stating the recommended exclusion period.
- The health protection agency may decide to close the nursery for a short period of time if this decision is made the nursery manager will inform parents by telephone and asked to collect their children
- A radio announcement will be made on Heart FM to inform everyone of the closure

- If the closure is for more than one day updates will be made via the nursery website, Heart FM and the nursery answer phone

Points to Remember

- Parents are advised to check the nursery is open before commencing their journey
- All advice from outside agencies should be followed at all times
- No refunds are given as detailed in the nursery's terms and conditions
- All closures should be recorded on an incident form and stored in the incident file
- At all times the nursery manager or proprietor is responsible for making decisions