

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 their advice will be followed
- All hygiene procedures will be enforced rigorously to ensure the infection is contained
- All activities that involve group play substances 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
- Deputy Manager and Supervisors are responsible for ensuring their units run effectively
- All other staff are responsible for ensuring the children's care isn't disrupted
- The nursery manager will inform the staff as soon as possible of any changes to their day and the role they will play.

Staff Duty to Report to Work

The Company acknowledges that employees may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes). Whilst the Company is committed to protecting the health and safety of its employees, it must also ensure that its business is not unduly disrupted by external factors. This policy therefore sets out the duties of employees to attend for work during severe weather conditions or where there are major disruptions to public transport and the relevant procedures for employees to follow.

It is your obligation to report for work regardless of the situation. You should therefore make every effort to attend work in all circumstances. When severe weather conditions occur or where there are major disruptions to public transport, you should take steps to obtain advice on the position from the appropriate external agencies and allow extra time for your journey, making alternative travel arrangements where appropriate.

You will still be expected to attend work on time.

Unjustified or unacceptable absence or lateness may give rise to disciplinary action under the Company's disciplinary procedure.

Accepted absence or lateness

If you are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, you should contact your manager as soon as possible to discuss the position. If your manager is unavailable, you should speak to the Deputy Manager.

Where the Company accepts that you have used your best endeavours to attend work but you are unable to do so or you are late because of the severe weather conditions or the major disruptions to public transport, your manager will discuss the

various options potentially available. At the Company's discretion, you may be required or permitted to:

Make up the time at a later date at the nursery's convenience

Take any absence from work as part of your annual leave entitlement

Take any absence from work as unpaid leave

Be paid as if you had attended work on the day(s) of absence

Work from home

The Company will base its decision on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to work from home, and on the needs of the Company.

Leaving work early

If severe weather conditions or major disruptions to public transport occur during the working day which will cause problems for you in travelling home, your manager will decide whether to allow you to leave work early (and to make up the time at a later date if necessary). The Company will again base its decision on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to take work with you and work from home for the rest of the day, and on the needs of the Company.