

Emergency closure Policy

It is the intention of Kids incorporated 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 and children
* Flue pandemic and Covid 19
* 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 respond to these situations appropriately. Staff will know their roles and responsibility.

Adverse weather

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

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 Health & Safety for the children or staff (i.e. footpaths and roadways are not clear

If the weather becomes a problem during opening hours and it anticipated that conditions will be too dangerous to travel later, parents will be contacted to come and collect their children early and a decision will be made to close the nursery. Sufficient staff will remain at the 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 message will be sent on Tapestry by 7am to inform parents that the nursery has be closed and why.
* In the event staff have managed to reach nursery then phone calls will also be made to parents to inform them.

In the event of the nursery being closed, unfunded children will not be charged but funded children will be offered another session to compensate. If the nursery remains open, parents will make their own decision as to whether it is safe to travel.

Kids incorporated will not insist that children attend just because nursery is open for business. Parents will not be given refunds if they make the decision not to attend.

Other emergency closures:

The above will be followed in the event of other outside influences that may necessitate the close of the nursery 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: 03/05/2023

Review annually