



Emergency Closure Policy

Policy statement

It may be necessary to close Little Nick Nursery and Preschool for a variety of reasons including:

- Severe weather including snow, flooding or storms
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage
- Staffing crisis, for example not legally being able to open

Little Nick Nursery and Preschool will, however, endeavour to remain open where possible. However, we have to consider the safety of all our children and staff. Our setting contingency plans will be communicated to all parents and staff.

Closure Before the Start of the Preschool Day

The decision to close the setting will normally rest with the Manager in consultation with the Operations Manager/owners. The decision shall be made where possible before 7.30 am and on the basis of information received from:

- The Media about the weather, condition of the roads and paths and public transport
- Immediate observation, either personally or from staff members (eg Site Team) better placed to make such observations
- Through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close the setting are likely to be:

- access to the setting, i.e. road conditions (obstructions, snow, ice, flooding etc).
- Breakdown of setting essential services (heating, electrical services, water, storm damage etc)
- specific advice received from the Local Authority, Police etc.



The manager will advise staff through the emergency telephone

In event of bad weather, parents should check whether the setting is open before travelling to the site. There are a number of ways to confirm whether the setting is open or closed:

- Via email
- Facebook Page
- Website

During the setting Day Closure Guidance

On occasions it may be necessary for the setting to close during the day i.e. if the weather is deteriorating and there is doubt as to whether children can be returned home later in the day. In such cases the setting will ensure that:

- The setting contacts parents/carers directly to notify them of the decision to close and to arrange to collect their child. Under these conditions we will take verbal permission for their child/children to be collected by a nominated named adult – passwords will be required before a child will be left to leave with the nominated adults.
- Facebook updates
- Facebook messages
- Notices on the website
- Children who have no access to home remain in the setting until either collected or until parents/carers contact the setting with alternative arrangements.

Staff Attendance

Although it is recognised that severe weather conditions make it difficult for some staff to get to and from work, the expectation is that staff will present themselves for work unless advised to the contrary by the Manager or owner. They will assess whether there are sufficient staff present in setting for the setting to be opened/remain open safely abiding by adult/child ratios (age related).

Clearance of Snow



Within the setting site, the setting is responsible for snow clearance and the clearing of approach path is the specific task of the Manager (Deputy in absence). When severe weather is forecast, salt will be laid to the arrival path.

In the Event of setting Being Closed

If the setting is closed it is the responsibility of the Manager (in consultation with the owner) to ensure that the following events happen:

- The preschool website and Facebook pages are updated
- The telephone the charged to inform staff
- Notices are placed on the entrance advising visitors, parents and pupils that setting is closed
- The setting is appropriately staffed to deal with any children who are not able to be collected during the day in the event of closure.

*These tasks do not all have to be completed by the manager although they have the overall responsibility for ensuring each has been carried out and reporting to the ownerr. If for any reason any of the above cannot be carried out by the nominated person, the owner must be notified as soon as possible for arrangements to be made.