



ADVERSE WEATHER AND EMERGENCY CLOSURE POLICY

In the event of unforeseen circumstances including adverse weather conditions, it may be necessary to close the Nursery without prior notice.

There may be occasions when, due to unforeseen circumstances, Brockham Green Nursery may be forced to close for a limited time.

Possible reasons for closure could be (but not limited to):

- Weather – heavy snow, flooding, extreme heat etc. resulting in staff not being able to get to work or unsafe conditions for children's/staff health.
- Outbreak of illness leading to not enough staff being able to maintain the staff-child ratio in nursery.
- Structural problem with Hall/surrounding area resulting in the nursery being unable to provide a safe and healthy environment for both children and staff.
- Outbreak of contagious disease leading to closure of the nursery to stop cross-contamination.
- Gas leak or power cut leading to lack of heat/light to the nursery setting.

Extreme Weather

In the event of heavy snowfall, which would make it hazardous for both staff and parents to travel to the Nursery building, the Nursery Supervisor, in conjunction with the Committee, will close the Nursery.

If you wake up to heavy snowfall or heavy snowfall occurs before the start of the Nursery session the Nursery Supervisor and Staff will phone all parents of children due at the session to inform them of the closure. Or alternatively if parents have any concerns, they can speak to the Nursery Supervisor on 07765 151384.

Should severe weather occur during a session, the staff will contact parents/carers by telephone and request they come and collect their child within the hour or as soon as feasibly/safely possible. If parents cannot be reached, then the emergency contacts from the registration form will be contacted. It is **VITAL** that correct contact numbers are kept up to date.

- In the event of extreme heat, an assessment will be made by staff and committee. If the temperature in the hall and outside space is deemed unsafe, then the nursery will close.

If severe weather continues the staff and committee will make an assessment, based on local weather forecasts, whether to close the setting for an extended period. Parents would be informed by staff of such extended closures by email or telephone. Staff are advised not to make the journey to the Nursery if severe weather conditions make travel potentially hazardous.

If the setting can safely open in adverse weather conditions, a limited service may be offered due to limited staffing. *(It is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to the nursery in severe weather conditions. However, the setting will endeavour to have as many staff as possible at the setting when this situation occurs.)* The setting will work to ratio's set out in Ofsted's staff ratio criteria. The oldest children will be invited to attend nursery and thereafter on a sliding scale through the age groups.

Should the nursery be able to re-open at half its normal capacity, the qualified staff will be asked to work followed by the staff who have been with the nursery the longest.

If the Nursery closes prior to a session starting, those parents who pay for that session will be credited the fees for the session on the next invoice. If the setting closes during a session, no credit will be given. The Fees and Funding Secretary will contact those parents to whom credits will apply. If the Nursery can open and parents decide not to send their children, fees will still apply and will be payable.

Other reasons for emergency closure

Should there be a need to close the nursery prior to the session starting (due to unforeseen circumstances) the Staff and Committee will endeavour to contact all parents as early as possible to advise them of the closure and give an idea of when the nursery will re-open. If staff are unable to make contact with all the parents/carers, they will arrange for a notice to be displayed outside the premises or arrange for a representative to be at the premises at the time the setting is due to begin to inform and explain the situation to parents/carers who turn up.

In the case of an emergency closure during a Nursery session, the staff will ensure the complete safety of the children either in the hall or follow the evacuation procedure and evacuate them all to the Brockham School Hall. Staff will contact parents/carers by telephone and request they come and collect their child within the hour. If parents cannot be reached, then the emergency contacts from the child's registration form will be contacted. It is **VITAL** that correct contact numbers are kept up to date. At least two members of staff will stay with the children until they have all been collected.

In the event of an evacuation, the agreed Evacuation policy will be followed. Nursery has an evacuation bag which contains the nursery mobile, register, door register, pen and first aid kit.

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In the event of closure all staff will be awarded full pay, as is the legal requirement.

* In a pandemic the nursery would be advised to close for an initial 2-3 weeks, with the advice then being reviewed. (It could be advised to stay closed)

* If we have reason to believe that any child is suffering from a notifiable disease, we will inform OFSTED and act on any advice given by the Health Protection Agency (HPA) www.hpa.org.uk . A list of notifiable diseases is the EYFS file.

The Fees and Funding Secretary will be required to contact all parents with regard to any refunds due to the extended closure and will liaise with the Early Years and Childcare Service with regard to the claiming of the Nursery Education Grant.

Useful resources and websites

Health Protection Agency www.hpa.org.uk telephone no: 01372 0201 1700

Business Link: www.businesslink.gov.uk

Review Date: MARCH 2025