



Bolitho Nursery

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Policy 6.13

Adverse Weather & Emergency Closure

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EYFS: 3.58

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

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

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

- Weather - heavy snow, flooding etc. resulting in staff not being able to get to work;
- Outbreak of illness leading to not enough staff being able to maintain the staff-child ratio in nursery;
- Structural problem with building/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.

Bad 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 Manager, in conjunction with the Directors, will close the Nursery.

If you wake up to heavy snowfall or heavy snowfall occurs before the start of the Nursery session please check your emails, check our facebook page or listen to the local radio.

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.

If severe weather continues the Nursery Manager and staff 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 children of working families will be invited to attend nursery as a priority and thereafter on a sliding scale through need.

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 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 Nursery Manager and Staff 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 an email will be sent out to all parents to ensure everyone is aware of the situation, and a notice will be posted on our Facebook page

In the case of an emergency closure during a Nursery session, the staff will ensure the

complete safety of the children either in the nursery or follow the evacuation procedure and evacuate them all to the **YMCA, International House, The Orchard, Alverton Rd, Penzance TR18 4TE. Telephone: 01736 365016**. 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 outings bag, which contains the nursery mobile, pen and first aid kit. The daily registers will also be taken. 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 Nursery can open and parents decide not to send their children, fees will still apply and will be payable.

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 would inform OFSTED and act on any advice given by the Health Protection Agency (HPA) www.hpa.org.uk . A list of notifiable diseases is in the Operational Plan.

The Manager and Administrator 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

This policy was adopted on	Signed on behalf of the nursery	Date for review
24th March 2020		March 2021