



## **ROMPERS PRIVATE NURSERY**

### **EMERGENCY CLOSURE POLICY**



#### **Policy Statement:**

At Rompers we value the safety and well-being of all children, their families and staff. Due to unforeseen circumstances the closure of nursery may be required eg, severe weather conditions, outbreak of illness eg COVID-19, staffing levels failure of operation of essential services (heating or water systems), fire outbreak, flooding or building damage. In these circumstances it is paramount that staff are able to communicate effectively and quickly with parents, receiving an understanding on the reason for closure.

#### **Aims of this Policy:**

- To ensure that children, families and staff members are kept safe at all times and that we are prepared to respond to emergency situations in a planned and safe manner.
- We aim to hold clear contact details for every child attending Rompers so that parents can be contacted in the case of emergency closure
- We aim to ensure that any decision to close the nursery has been risk assessed and that there are no alternative arrangements which can be made
- We aim to ensure that parents, volunteers and staff are aware of our emergency closure or evacuation policy
- In severe weather conditions we aim to ensure that all staff travelling to and from Rompers are able to do so in safe driving conditions
- We aim to contact parents quickly and calmly and provide parents with clear information on the situation which is to be done through email.

#### **Procedures:**

- All children hold a registration form giving home and work contact details for parents/carers, these forms also hold additional contact details for an emergency contact
- Registration forms are renewed annually and if a child has moved house or new telephone numbers, we ask that this is handed to the office so we can amend files and the FirstSteps app as soon as possible
- An annual data check in completed in July to ensure contact information is up to date
- The nursery owner/manager would risk assess the situation carefully by taking all children and staff into account, thinking about travel in severe weather situation, temperature in plumbing and heating
- On completion of the risk assessment the nursery owner/manager will make an informed decision on nursery closure

- The owner/manager will take into consideration a number of factors when following the emergency evacuation
  - Staff who have to travel furthest allowed to leave earlier than others
  - Staff with children in the nursery will be considered earlier
  - Listen to advice from professionals eg, plumbers regarding the closure if necessary
- Nursery management will contact all parents using details held on registration forms, parents will be informed of the situation professionally and calmly and electronically
- Contact numbers for essential services e.g. plumbers, electricians, gas and water workers will be stored on our phone book for emergency use and can be contacted quickly if needed.
- Nursery management will continue to contact parents via email or newsletter throughout the closure to keep them up to date with any changes or when the setting may re-open.
- We have in place a business contingency plan for any pandemics that may occur.
- We will keep up to date with the government guidance and follow their instruction.
- Lock down within the nursery - In the event of there being danger outside of the nursery we will calmly inform all staff ensuring no panic, lock all doors and windows where possible and get the children to the safest place in the nursery. A senior member of staff will alert the police, giving as much information as possible, if it is a dangerous stranger and will not leave the nursery to confront the person.

### **Monitoring:**

- Nursery management to ensure that all children fill in a registration form before attending for their first session at nursery, parents are reminded that if this form is not filled out then the child is unable to attend their first session here.
- Ensure that a copy of the policy is available for parents to read via the website
- Ensure that any new parent coming to nursery are made aware of our policy folder during their viewing and policies available on the nursery website, this will be signed on the child's registration form
- In the case of emergency closure look carefully at which members of the team have furthest to travel and are allowed to go home at a suitable time

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none