Fledglings Day Nursery

# Emergency Closure Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) indicates that all providers must take reasonable steps to ensure the safety of children, staff and visitors in the school/setting in the case of a fire or any other emergency, and that this must include emergency closure procedures.

## 2 Aims and objectives

The aim of this policy is to ensure the safety and welfare of all the children and staff within the school/setting.

The objective of this policy is to outline how every effort will always be made to keep the school/setting open, but how in exceptional circumstances it may be necessary to close at short notice.

**3** **Emergency closure**

Unexpected closures of the school/setting will only occur in exceptional circumstances when certain conditions apply, usually concerning health and safety.

**3.1** An emergency closure will be implemented in some of the following circumstances:

* severe weather conditions;
* safety issue (e.g. gas leak, burst pipes, flood);
* loss of utilities (e.g. lack of electricity, heating, water supplies);
* staffing issues;
* pandemic flu or any other outbreaks of infectious diseases.

**3.2** In the event of any of the above incidents requiring the school/setting to close, parents/carers will always be contacted via phone, email, text message and/or the internet and our best efforts will be made to provide all concerned parties with the appropriate advice.

**3.3** We will inform the relevant authorities of any unexpected closure at the earliest opportunity.

**4 Emergency closure during school day/session**

On occasion it may be necessary for the school/setting to close during the school day/ nursery session.

**4.1** If the closure is due to sickness, all unaffected children and staff will remain in the school/setting until all children can be collected if it is deemed safe to do so.

**4.2** If the closure is due to an emergency that requires the building to be evacuated, the children will be safely evacuated according to our Fire safety policy (Fire evacuation procedures).

**4.3** Once the building is evacuated, a member of the school/setting management team will ensure the relevant authorities/emergency services are advised.

**4.4** The children will be taken to a place of safety until such time as they can all be collected by parents/carers.

**4.5**  Parents/carers must ensure that they provide the school/setting with up-to-date emergency contact details.It is the parents/carers responsibility to keep the school/setting informed of any changes to emergency contact details.

**4.6** Emergency contact details will be kept up to date as necessary and held in a suitable accessible and secure place.

**5 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**