



## **Emergency Closure and Contingency Policy**

### **Policy**

Evergreen Nursery operates for approximately 51 weeks per year. We endeavour to ensure that the nursery operates its full service during this time; however, there may be exceptions to this. In the event of the following we may be required to close the Nursery at short notice:

- Acts of nature to include floods, storms, fire, extreme weather, epidemics
- War or act of terrorism
- Structural problems with the building which cannot be addresses whilst the building is operational and which require emergency repairs.
- Staff difficulties

In order to prevent the need for closure the Nursery undertakes routine maintenance of the building and equipment.

### ***Predicted Closure of the Entire Nursery***

If extreme weather conditions are anticipated and we expect that we may need to close the Nursery we will notify all families in advance or as soon as practicable. The reason for this closure will be to ensure the safety of the children and our staff team. The Nursery Manger and Deputy Nursery Manager will call or email all families to ensure they have advanced warning of possible closures.

If there is a requirement to close the Nursery during the operating day due to any of the above reasons staff will call and notify parents at the earliest convenience. Parents will be requested to collect their child as soon as possible.

If any unexpected closure exceeds more than 5 days (excluding times in which the Nursery would already be closed) we will credit you with the amount that represents your missed contracted sessions.

In the event that we have to close the Nursery it is a legal requirement that Ofsted is informed.

### ***Closure of rooms***

In the event that we have to close a room or an area of the Nursery due to emergency maintenance or staff difficulties we will endeavour to accommodate children within other areas of the Nursery, or suitable site, which is suitable until such time their usual area can be re-opened.

The Nursery Manager or Nursery Deputy Manager will take responsibility to ensure that parents are informed of these changes at the earliest convenience.

In the event that we experience staff shortages we aim to replace these staff by using familiar bank staff and childcare agencies. We will request agency staff who have previously attended the Nursery in order to provide consistency for the children.

*Unplanned sudden closure of the nursery*

The nursery evacuation policy and procedure will come into force in any case of sudden immediate closure.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>April 2022</i>	<i>L Davy</i>	<i>April 2023</i>
<i>Reviewed -December 2022</i>	<i>L Davy</i>	<i>December 2023</i>