



ROMPERS PRIVATE NURSERY

EMERGENCY CLOSURE POLICY

Policy Statement:

At Rompers we value the safety and well being of all children and staff. Due to unforeseen circumstances the closure of nursery may be required eg, severe weather conditions, outbreak of illness, staffing levels or heating issues. 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:

- 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 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

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 as soon as possible
- 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
- On completion of our policy renewal, all parents will be informed on our monthly newsletter and updates of policy available on the nursery website. The policy will also be displayed on the parent's notice board for all to read
- 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

Monitoring:

- Nursery management to ensure that all children fill in a registration form before attending for their first session at nursery
- Reminders are placed every three months in the newsletter to remind parents to give details of change of address ect
- Ensure that a copy of the policy is available for parents to read
- Ensure that any new parent coming to nursery are made aware of our policy folder during their viewing and polices 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

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.