Emergency Closure Policy

Every effort is made to ensure that Creative Stars Day Nursery remains open for every session. Continuity of service for children attending the nursery is of paramount importance to us. Unfortunately, there are occasions which necessitate the nursery being closed. Children will only be accepted into nursery if the correct adult/child ratio can be maintained. On rare occasions, due to one of the following it may be necessary to close the nursery:

- Adverse weather conditions
- An outbreak of a virus or infection
- Unforeseen circumstances making the building unsuitable or not safe for use
- Lack of heating or loss of essential utilities.

If any of these situations could cause users to be at risk, we may have to take the decision to close the nursery. If a situation arises overnight, a decision to close the nursery will be made as soon as possible by the Managing Director.

In the event of a closure, parents/carers will be e-mailed; therefore, it is important to ensure the nursery has the correct contact details if we need to contact you.

In the event of an unforeseen event which gives you cause for concern – for example, bad weather - please check your e-mails to see if we are opening or closing and contact the nursery before commencing your journey to find out whether the nursery is open.

Should an emergency occur throughout the day whilst children are in nursery and the decision is taken to close the nursery, staff will contact parents/carers both via telephone and via e-mail as soon as possible.

Every effort will be made by staff to reach the nursery in adverse weather conditions. Where staff have substantial distances to travel, consideration will be given to the safety of these journeys. If it is felt that it will be impossible or dangerous for staff to attempt their journey, they must inform the Manager by 6.30am.

The decision to close the Nursery will be taken by the Manager if:

- It becomes clear that there are insufficient staff to ensure the Health and Safety of the children by maintaining child/staff ratios
- The adverse weather is forecast to deteriorate throughout the day
- The premises are not in a fit state to ensure the Health & Safety of the children or staff (ie footpaths and roadways are not cleared).

If the weather becomes a problem during opening times and it is anticipated that conditions will be too dangerous to travel later, parents will be contacted to come and collect their child early and a decision will be made to close the nursery. Sufficient staff will remain at the nursery until all the children have been collected.

The above procedures will also be followed in the event of other outside influences that may necessitate a nursery closure such as power failures, heating breakdowns in cold weather, loss of key utilities (water, electrics), significant staff sickness / staff isolations making staff to child ratios unobtainable or an outbreak of an infectious disease.

This policy was reviewed on: 16.09.21

Date of next review: 16.09.22