**Opening & Closing Policy**

**Purpose of Policy**

At Rainbow Nursery it is important for children to feel comfortable and have fun at our setting, but it is absolutely vital that the environment is safe. Before the children arrive, it’s important that the correct opening procedures are followed and it’s just as important to ensure procedures are followed when closing. If the proper checks aren't done then the premises might be unsafe.

**Opening**

Each morning there will be at least one member of the management team present to safely open the building. It is important to ensure that the setting is safe for staff, children and families each morning before anyone arrives to use the service. Each morning there should be one staff member from each playroom responsible for carrying out daily health and safety checks in their room. This will include and is not limited to:

* Opening shutters
* Clearing entrances/exits of obstacles
* Ensuring hygiene supplies are stocked and available
* Ensure the room is clean and clear of any hazards

Any issues or concerns should be recorded on the daily checklist, rectified if possible and reported to management should further action be required. It is the responsibility of all staff to ensure that the setting is safe to welcome children and families each morning.

**Closing**

And the end of each day, all staff are required to work together as a team to complete tidying at cleaning before the end of their shift. Each playroom will have a member of staff on the late shift that will be responsible for ensuring the nursery is closed down properly.

The most important thing to do after the children leave is to ensure the setting is clean and tidy. This includes filling the dishwasher, sanitizing toys/bottles/etc. and placing toys, materials, and equipment in their proper places. Surfaces should be free from clutter and any that the children may have touched should be cleaned. Floors should be swept and bins emptied. Sink areas should be clean, free from any clutter and any food items stored properly and also labelled. Staff should record any issues or concerns on the daily checklist and report these to management should they be unable to rectify on their own.

There will a senior member of staff present at the end of every shift who will be responsible for ensuring closing procedures are followed correctly.

The nursery cleaner will be responsible for closing shutters and locking up the nursery, however in the event that the cleaner is absent, this will be the responsibility of a senior member of staff.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*