**Emergency Closure Policy**

**Purpose of Policy**

It is our duty to ensure the safety of all service users and staff in compliance with the Health & Safety at Work Act 1974. Whilst we will endeavour to maintain a full service and cause the minimum disruption to our nursery provision we may from time to time be forced to close the nursery due to circumstances out with our control.

**Procedures**

The decision to close the nursery is not taken lightly and will be made based on the assessment of a number of factors and information which may include weather and travel circumstances, access to and condition of the nursery, infection outbreaks and availability of appropriate levels of qualified staff. Ultimately the decision to open or close the nursery will be made by the nursery manager and every effort will be made to contact all staff, parents and carers as soon as is practicably possible. The following procedures will be followed wherever possible:

* If a decision to close is made before the day of closure or before 8.00am on the day of closure, all parents and carers will be sent a Whatsapp message or phoned accordingly at the time of the decision.
* If a decision to close is made on the day of closure after 8.00 am, all parents and carers will be contacted by Whatsapp or phone accordingly.
* The decision for ongoing closures will be assessed on a daily basis.
* The board of directors, local authority and Care Inspectorate will be consulted and kept informed for all closures.
* An up to date record of emergency contact details for each child and staff member will be kept in the nursery and by each member of staff.

**Contingency Planning for Emergency Staff Cover**

In the event of unforeseen staff shortages the nursery will endeavour to cover absences by calling in supply staff. If we are subsequently still unable to secure sufficient cover the above procedures will be implemented. The nursery may choose to close specific rooms, before closing the entire nursery. We appreciate that closing the nursery at short notice may cause inconvenience for parents and carers but we ask for your cooperation and understanding when we have to deal with circumstances out with our control.

Please ensure that emergency contact details, email addresses and mobile phone numbers are current and that the nursery is advised immediately of any changes. Unless notified otherwise, parents and carers should always assume that the nursery is open.

If the site has to close for any reason throughout the session, Nursery staff will strive to maintain a safe, calm and enjoyable atmosphere for the children as they wait to be collected. Staff will remain with children in suitable ratios until all children have been collected: no child will be left alone at any time.

If a child’s main parent/carer cannot be contacted for collection, staff will use the emergency contacts. If emergency contacts cannot be contacted, then the non-collection policy will be triggered.

All staff, parents and carers will be provided with a copy of this policy.

**Date Completed: October 2023**

**Review Date: October 2024**

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