

EYFS: 3.55

Procedure Statement

Whilst aiming to be open throughout the year, Monday to Friday, with the exception of Bank Holidays, Training Days and the days between Christmas and New Year, it is accepted that the Nursery may need to close due to unforeseen circumstances that include, but are not exclusive to, the following:

Weather Conditions:

Our adverse weather policy is in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow, and heat waves.

If any of these impact on the ability of the nursery to open or operate, we will contact parents via *phone/*email/*Facebook and local radio station 'Radio Cambridgeshire' - where necessary.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

In the case of a flood, we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow or other severe weather

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child, to ensure that ratios are continued to be met and that those staff members who live locally (as can get home easily) are not requested to work continuously without a break as defined by the Health and Safety at work act.

If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am - 3.00pm on hot days. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to. For further details please refer to our sun care policy.

Utilities Breakdown or Gas Leak:

If there is a sustained loss of heating, electricity, gas, or water supplies the Nursery will be closed. We cannot operate without these utilities.

Staff Illness:

The Nursery cannot operate without the correct ratios of staff to children. Under circumstances where the ratios cannot be maintained the Nursery will be closed for all or part of the day.

At such times parents will be contacted by telephone or e-mail to come and collect their child(ren), or to inform parents that the Nursery is closed for the day, as appropriate to the circumstances. This information would also be published on the nursery Facebook page.

If parents suspect that the Nursery may be closing early, they should come to the Nursery as soon as possible without waiting for a telephone call.

If parents suspect that the Nursery may be closed throughout the day, they should listen to the radio or telephone the Nursery direct on **01223 472018**. Every effort will be made to contact parents by telephone, but this cannot be guaranteed if parents have not supplied updated information to the admin team. Parents are encouraged to come and collect their child as soon as they feel it to be appropriate because of the prevailing conditions or as requested by the setting in order to enable them to meet ratios and release staff who need to travel to get home.

Unexpected Closure before a session:

On discovering a session is unable to run due to unexpected closure, the following procedures will be followed:

- The member of staff opening the nursery should contact the manager, chairperson, and emergency services.
- Parents whose children are due to attend that day, should be contacted immediately regarding the reason for the closure via phone, Facebook and e-mail.
- A notice will be placed on the front door of the nursery so everyone approaching nursery can see a closure sign and the reason for unexpected closure.
- A note will be placed on the website where necessary.
- The manager will inform Ofsted and the Insurance company if necessary.

Unexpected closure during a session:

- If the nursery needs to close due to unforeseen circumstances whilst the nursery is in operation, all parents will be contacted by telephone to collect their child as soon as possible.
- If the closure is due to an emergency the children, staff and any visitors will evacuate the nursery and follow the Fire Safety and Emergency Evacuation Policy.

Please note refunds will not be issued for any sessions affected by closure due to unforeseen circumstances.

It is parents' responsibility to ensure that the Nursery holds up to date contact details to be used in such a situation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
6 th January 2022		January 2023