

## EMERGENCY CLOSURE POLICY

St. Paul's Church Nursery believes the safety of all children in our care is paramount and their welfare is our first priority:

The Emergency Closure Procedure will only be implemented in extreme circumstances, including:

- Power failure
- Fire damage
- Flooding
- Snow
- Ice
- Heatwave
- High levels of sickness among our staff or children
- No heating or water in the building
- A Bereavement
- An emergency services incident
- Pandemics
- Government Regulatory Closure
- Local Authority Regulatory Closure

The list of contacts of the children is kept securely in the setting. The parents/carers will be made aware through email/telephone or in person depending on the time of the emergency occurring and the nature of the incident.

The Nursery administrator will contact parents when in the setting, or the named practitioners will be given the responsibility of phoning, texting the parents/carers, or via Family, to let them know the situation.

The Head/Deputy will be in charge of keeping the children safe, during Nursery hours until collection has taken place, along with another qualified teacher (ratio dependent).

The parents/carers are made aware that they will be contacted by email regarding reopening, unless this form of communication is not possible. The parent will be made aware of refunds and compensation or extra days (in line with Surrey County Council) to be added in lieu.

Staff are also aware of the policy and procedure and their obligations.

We follow the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. [www.hpa.org.uk](http://www.hpa.org.uk)

The emergency closure will be recorded in the Incident Book and kept securely, and will be reviewed termly to identify potential or actual hazards. Ofsted will be notified as will Surrey Early Years and Childcare Service/The Early Years Free Entitlement Team. This will be done by the Bursar or Head/Deputy.

St. Paul's Church, St. Paul's Road West  
Dorking, Surrey, RH4 2HT  
Telephone: 01306 743378  
Email: info@stpaulsnursery.org.uk

St. Paul's Church Nursery School



OFSTED will also be notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

Payment of staff salaries in the event of an emergency closure will be sympathetically considered by the Management Committee on an individual basis.

**Useful Website**

Public Health England 020 7654 8000

For information about most common infectious diseases and recommended periods for which children should be kept away "Guidance on Infection control in schools and other childcare settings" on HPA Website

Environment Agency – weather reports, tv, online.

This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_