

# Emergency Closure Policy

## AIM

We aim to inform staff and parents immediately if we are unable to open due to an emergency. Staff and parents will be informed by phone or text except in extreme bad weather conditions where parents can consult the Park Mead Web site

[www.surrey.schooljotter.com/parkmead](http://www.surrey.schooljotter.com/parkmead) .

If we have been unable to contact some parents the owner or the manger or deputy will endeavour to be on site or arrange for a closure notice to be displayed. If we have an emergency when the nursery is open we will follow the emergency evacuation for the fire drill. The welfare of the children is paramount.

We will implement the emergency closure in the follow events:-

- Extreme bad weather
- No heating and hot water
- Fire damage
- A bereavement
- Incident on school premises
- High levels of sickness among staff and children
- Notifiable diseases which are listed on the notice board

If there is an outbreak of sickness we will contact appropriate agencies. If there is an outbreak of any of the listed notifiable diseases we will inform Ofsted and act on advice from the Health Protection Agency.

Procedures in place for an emergency closure:-

- Staff are aware of their roles in an emergency evacuation. We have regular evacuation drills which are evaluated. These are discussed at staff meetings.
- On evacuation the registration book is taken along with the phone. This enables us to inform all parents.
- Our policies are mentioned in the information booklet. When parents visit they are shown the policy folder. When their child starts parents sign the registration form stating they are aware of the policies and procedures.
- We will record the incident on an incident form which will be filed in the register.
- It is the responsibility of the landlord, Park Mead school to inform the utility services.
- The owner will inform Ofsted, Surrey Early Years and childcare services
- All emergency exits are clearly marked and staff are aware of assembly points.

The owner, the manager or deputy manager will inform parents when the building is reopened, except when this is for bad weather then this will be the same as Park Mead on [www.surrey.schooljotter.com/parkmead](http://www.surrey.schooljotter.com/parkmead)

If the nursery is closed for more than two days then replacement days will be offered if there is adequate space and staffing. No refunds will be given.