

Emergency Closure and Contingency Policy

Policy statement

The nursery operates for approximately 49 weeks per year. During this time there are two operating contract periods; full year or 36 weeks. We endeavour to ensure that the nursery operates its full service during this time; however there may be exceptions to this. In the event of the following we may be required to close the nursery at short notice:

- Acts of nature to include floods, storms, fire, extreme weather
- War or act of terrorism
- Structural problems with the building which cannot be addresses whilst the building is operational and which require emergency repairs.
- Staffing difficulties
- Access to water, heating, etc.

In order to prevent the need for closure the nursery undertakes routine maintenance of the building and equipment and works closely with RUSU and the University.

Predicted Closure of the Entire Nursery

If extreme weather conditions are anticipated and we expect that we may need to close the nursery we will notify all families in advance or as soon as practicable. The reason for this closure will be to ensure the safety of the children and the practitioners. Practitioners will call or email all families to ensure they have advanced warning of possible closures.

If there is a requirement to close the nursery during the operating day due to any of the above reasons practitioners will call and notify parents at the earliest convenience. Parents will be requested to collect their child as soon as possible.

If any unexpected closure exceeds more than 2 days (excluding times in which the nursery would already be closed) we will credit you with the amount that represents your missed contracted sessions from the third day of closure.

In the event that we have to close the nursery it is a legal requirement that Ofsted is informed.

Closure of Rooms

In the event that we have to close a room or an area of the nursery due to emergency maintenance or staffing difficulties we will endeavour to accommodate children within other

areas of the nursery which is suitable until such time their usual area can be re-opened. The nursery management team will take responsibility to ensure that parents are informed of these changes at the earliest convenience.

Staffing Shortages

In the event that we experience staffing shortages we aim to replace these practitioners by using familiar bank staff and childcare agencies. We will request agency staff who have previously attended the nursery in order to provide consistency for the children. If we are unable to replace practitioners it may be necessary to turn children away, this is to ensure that we maintain our adult:child ratios as per the legal requirement of the Early Years Foundation Stage and will be in consultation with parents.

