

Springboard Sunderland Trust

Springboard Nursery

Emergency Closure



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Emergency Closure	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Gemma Dunn
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Policy

At Springboard Nursery our priority at all times is to ensure the safety and well-being of all children, parents/carers, visitors, contractors and staff working in our Centre and Nursery. In the event of the nursery needing to close immediately it is paramount that alternative arrangements are in place. In having procedures in place Springboard Nursery endeavours to ensure that the wellbeing of the children being cared for results in as little disruption and upset as possible

Certain situations, such as the failure of essential services (e.g. heating or water systems), building damage, fire outbreak, severe weather conditions, or an illness epidemic / pandemic may occasionally make it necessary for our centre or nursery to close to ensure the safety of all.

Planning for these situations is a central part of our policy on Health and Safety and Risk Management, and it is important that all staff, parents/carers, and families are aware of the actions that will be taken should it become necessary to close unexpectedly, either during session times or outside of normal hours.

This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained. In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life situations. However, this procedure gives a common approach which should make coping with an emergency easier.

This policy is associated with the following Nurseries policies: Health and Safety, Risk Management, Late or Un-collection of Children, Fire Procedure/ Emergency evacuation, First Aid/ Sickness, Complaints, and Sunderland's Safeguarding Children Partnership 'Safeguarding Children Procedures'.

Aims

To ensure that children, parent/carers, families, contractors, visitors and staff members are kept safe at all times, and that we are prepared to respond to emergency situations in a planned and safe way.
Procedure:

A) Preparation

- All staff and volunteers should be familiar with emergency procedures and Fire Safety / Emergency evacuation policies. A copy is given to all staff on induction and circulated annually.
- All staff and volunteers should take part in drills and practices which are held regularly. All those with specific roles should practise these roles when drills are carried out.
- No child should be left in our care without the parent/carer providing the following information so that they can be contacted in the event of an emergency:
 - Place of work, address, and telephone number (if applicable)
 - Mobile telephone number (if applicable)
 - Names, addresses and telephone numbers of adults who are authorised by the parents/carers to collect their child, for example a child minder or grandparent.
 - Information about any person who does not have legal access to the child
 - Who has parental responsibility for the child

- Anyone entering our centre or nursery must register in the visitor's book (located in reception) as being on site.
- All staff should sign in and out on a staff register held at reception / and / or the nursery. Staff should remember to sign out and back in again when leaving for breaks.
- In an emergency, there may not be access to the building. Key details (child name/contact numbers/sessions attended) are kept within Springboards finance department. The Nursery Manager is responsible for making sure all records are kept up to date.
- Appropriate staff carry mobile phones to ensure that contact can be made with parents from outside the building.
- Contact numbers for services such as Gas, Electric, Water are available at reception so that they can be quickly contacted.

B) Closing out-of-hours (e.g. due to bad weather)

- If a centre or nursery needs to be closed in the morning, a decision will be reached as early as possible in the morning by the Nursery Manager, Deputy Manager or Chief Executive.
- The closure of the centre or nursery will be announced on the centre's and/or nursery website and other forms of social media. A pre-recorded message will be left on the answerphone where possible to advise anyone ringing the centre or nursery that it will remain closed.
- A 'telephone tree' (see Appendix 1) will be used to contact all relevant staff to advise them of the closure. The Nursery Manager or Chief Executive will initiate this process. Staff are responsible for ensuring that the nursery or setting has their up-to-date contact details. This document will be reviewed and updated once a month.

C) Closing the centre or nursery during a session (e.g. bad weather)

- The Nursery Manager, Deputy Manager, Chief Executive, or designated person will decide if the centre or nursery needs to be closed unexpectedly (for example, due to deteriorating weather conditions).
- The closure of the centre or nursery will be announced on the centre's and/or nursery website and other forms of social media. A pre-recorded message will be left on the answerphone where possible to advise anyone ringing the centre or nursery that it will remain closed.
- If the centre or nursery needs to be evacuated in an emergency, please use the emergency evacuation procedure.
- Staff will make every effort to contact parents/carers (or authorised person nominated by the parent/carer) of the children that are in our care.
- If parents/carers must be called to collect their children, children will be looked after safely by staff until they can be contacted. Depending on the emergency, this may be in the centre or nursery, in another place of safety, or it may be outside. If parents/carers cannot be contacted, the Late/Un-collection of Children policy will be followed.
- Telephoning parents to ask them to collect their children will be the joint responsibility of the Setting Manager, Deputy Manager, and appropriate staff members as designated.
- All appropriate staff should carry mobiles to enable parents/carers to be contacted should it be unsafe to remain in the building.

- A telephone message, outlining the procedures that are being taken, should be left on the centre's or nursery answerphone where possible to advise anyone trying to contact the centre or nursery of what has happened.

D) Closing the centre or nursery due to sickness / epidemic / Pandemic

- Parents/carers should inform the centre or setting if their child has been diagnosed with any infectious illness so that we can inform parents, staff, and visitors that we have had a case in the centre or setting. This allows other parents to be on the lookout for the symptoms in their child.
- Special notices and updates should be displayed in a visible place inside the centre or nursery.
- Children and adults who are unwell with an infectious disease should NOT attend any activity and they should NOT return to nursery until the risk of passing on the infection has passed. For more information on exclusion periods, please see the First Aid / sickness Policy and Public Health Agency Guidance on infection control.
- If a child at the centre or nursery displays the symptoms of an infectious disease, the parents/carers should be contacted to take the child home and to seek medical advice. They should not return to the centre or nursery until they are symptom-free and have followed the recommended isolation period. This also applies to parents.
- Healthy children, with no symptoms, even if they have travelled to a region where there is an outbreak of a disease, should not be kept away from the centre or setting unless advised to do so.
- Where there is a risk of an epidemic or pandemic in the community / country, we will always follow the official government health guidelines, including closing the centre or nursery if necessary, to prevent the spread of infection. If the decision is taken to close the centre or nursery, it will be taken by the Nursery Manager or Chief Executive in conjunction with the appropriate health authorities. It will take immediate effect and all parents will receive information on which symptoms to look out for.
- When we are informed that a disease is notifiable, we will advise the necessary authorities including Ofsted.
- If it is a global pandemic the nursery will have an additional risk assessment file outlining all policies and protocols in such event (see COVID-19 folder)

E) Re-opening the centre or nursery after emergency closure

- The decision to re-open the centre or nursery will be taken by the Nursery Manager, Deputy Manager or Chief Executive in conjunction with the emergency services if necessary. Staff will be contacted via the 'telephone' tree to advise them that the centre or nursery has re-opened where necessary. The Nursery Manager, Deputy Manager, Chief Executive, or designated person will initiate this process.
- The reasons for closing the centre or setting will be recorded and a formal record kept by the centre or nursery.
- Where possible, the setting's website or other social media will be updated to advise parents/carers that the centre or nursery has re-opened.

Policy Implementation

- All parents and carers should be made aware of this policy for emergency closure and should have opportunity to inform this policy.
- Regular drills and practice evacuations should be carried out with staff to enable regular reviewing of this policy and ensure its effectiveness.
- All staff are made aware of this policy as part of their induction, reviews, and training.

Legal Framework / Further Guidance

- World Health Organisation (WHO)
- Health and Social Care Act 2008
- Emergency Response Framework (WHO)

This policy was adopted at	Springboard Nursery
Date:	04/08/2022
Date to be reviewed	01/08/2025
Signed by the manager	<i>JWaggott</i>
Signed by the signatory	SReay
Name of signatory	Steve Reay
Role of signatory	Chief Executive