



## Emergency Closure Policy

At ACE we have a very committed team of staff. However, there might be a rare occasion when we are not able to open the nurseries due to unforeseen circumstances.

The decision to close the nurseries would be made in the case of any Health and Safety issues, as the children and staff's safety is our top priority.

The Headteacher/Manager will make the decision to close the nurseries in the event of, for example:

- Fire
- Flood
- No water supply
- No heating
- Adverse weather conditions – either snow or heat wave conditions
- Public health outbreak

If any of the above (or similar) should occur we will email parents/carers to give as much notice as possible to make alternative arrangements. Parents/carers will be kept informed of the ongoing situation on a daily basis via email.

### **Snow Closure**

Snow is usually forecast and, in these circumstances, the Headteacher and Day Nursery Manager will discuss possible alterations to opening/closing times. A number of ACE staff live outside the city centre which will greatly impact the safe running of the nurseries if they are unable to get to work. We take the view that if we cannot guarantee the safety of the children due to insufficient trained staff, who know the routines and children left in their care, we will close the nurseries. Should this difficult decision be made, parents/carers will be given as much notice as possible, communicated in the same way as above – via email.

- If snow falls heavily during the day, we may contact parents/carers requesting they collect their children early (at a time to be decided).
- For parents/carers unable to collect their children early: those children will remain at the nursery with the members of staff who live within walking/cycling distance of the nursery until they can be collected – in line with our safeguarding procedure a minimum of two members of staff will be on the premises at all times children are present.

If snow falls overnight, the Headteacher and Day Nursery Manager will discuss feasibility of staff getting to work and, if they decide it is unlikely all will be able to, the nurseries will close and an email sent to parents/carers notifying them of the decision. Further emails will be sent to parents/carers during the day to keep them updated.

- If you wake up to snow, please check your emails!

### **Heat wave closure:**

Our aim is to keep the nursery open during the warmer summer days and we have a 'sun protection policy' which outlines the precautions we take to help keep everyone safe. However, if a heat wave is forecast where the temperature is expected to rise considerably, and we do not feel it would be in the best interests of the staff or

children to be at the nursery, we will close. Parents/carers will be contacted giving them as much notice as possible. On hot days where we haven't decided to close, parents/carers may wish to reduce the time the children are in the nursery and we would ask parents/carers to keep us informed of their plans.

Any emergency closures made during the year will unfortunately not be re-fundable, as per our fees policy.

Related policy: Sun Protection Policy

**Policy adopted:** Spring term 2024

**Signed:** *Lisa Tuohy*

**Signed:** *Hanna Ochalik-Baca*

**Review due:** Spring term 2025

**Position:** Headteacher

**Position:** Day Nursery Manager