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Emergency Closure Procedure

It is the responsibility of Little Cherubs Day Nursery to ensure the safety and well being of all staff and children at all times. This includes travelling to and from the Nursery. On some occasions circumstances beyond the Nurseries control may result in emergency closure. This could be due to weather, lack of heating or water or a majority of staff illness. Where possible the Nursery will do its best to remain open with a possibility of partially opening.

If Little Cherubs Nursery is unable to provide childcare for the children; the children's fees are still applicable as stated in the terms and conditions that all parents sign when enrolling in the Nursery.

In the event of bad weather conditions such as snow; Little Cherubs staff will follow the Nursery procedure for "adverse weather conditions for staff", the breakfast shift staff may not be able to attend for 7 am and should therefore contact the designated persons set in the procedure and then the Nursery manager. The Nursery Manager will then text all breakfast hour parent to let them know if we will be opening for the breakfast hour and if staff are going to be late. All staff are to attempt to come into work for as early as possible so that an accurate judgement can be made for opening the Nursery. Staff unable to get to work should contact the Nursery Manager by 7.30 am.

The decision to close the Nursery completely will be made by 8.30am by the Nursery Manager and Proprietor. Staff will be contacted via text. The Nursery Manager shall then contact 96.4 Eagle Radio to inform them and email all parents that have provided an email address. The Deputy Manager will begin to contact those parents who have not provided an email address. Any children all ready at Nursery will have parents contacted for them to be collected.

The Manager will contact Ofsted on 0300 123 1231 and Surrey Early Years on 01372 833 833 to inform them of the decision to close; they do not need to be contacted for everyday that you are closed. The manager will contact both parties when the Nursery has been re-opened.

The Nursery Manager and Proprietor will decide by 7.30pm on the evening of the first day of closure if we will be attempting to re-open the following day or if we will continue to be closed. Parents will be contacted via email or phone depending on contact information provided.

Should the Nursery need to close due to an emergency for example loss of heating/water or fire then all parents are contacted to collect their child immediately. Parents that are unable to collect their child with 1hour the parents are to contact their emergency contact person and then advise staff of the named person collecting their child. Should the building have to be evacuated parents will be advised of the location of staff and children. All children will be with their key worker. If the key worker is not available the child will be with the other member of staff based in the room or the Deputy Manager.

Partially Open Nursery

If the Nursery is able to be opened but with limited staff the Nursery will be considered as partially opened. Parents will again be informed of this via email by the Nursery Manager. In order for the Nursery to comply with the legal requirements for staff ratio's and employment breaks the Nursery will only open if a minimum of 5 staff are in the building. These staff must include at least one senior member of staff (Head of Room or above) and at least half should be qualified. A maximum of 14 children will be taken in this circumstance.

Children will be taken in at Nursery based on the following priority list:

1. Children with Parents that provide an emergency service (police, fire-fighter, ambulance, doctor & Nurses.)
2. Children that claim the education grant.
3. Children will then be taken on a first come first served basis – depending on staff ratios.
4. We urge parents that are at home to please keep your children at home.

All children will be taken into Nursery by the senior member of staff who would have been appointed as being responsible for the Nursery should the Manager be unable to attend. Parents & Children will be turned away from the Nursery if we are no longer able to comply with the legal stated ratios. We strongly advice you contact Nursery before leaving home if there are severe weather conditions.

Adverse weather conditions Nursery Procedure for Staff

In extreme weather conditions staff maybe unable to get to work, if that is the case please follow the following procedure:

All staff NOT attending work must TELEPHONE Nursery Manager on their mobile: Elaine – 07912380127

Otherwise the following is to happen: If staff on early are unable to get to work on an early are to contact Elaine.

ALL STAFF TO FOLLOW THE CONTACT TELEPHONE TREE PASSING ON NEEDED INFORMATION TO THE NEXT MEMBER OF STAFF.

Manager will text breakfast parents to make them aware that staff will possibly be late and that they are welcome to wait in the warm if need be. Staff walking to Nursery are to continue to walk as normal as they will be expected to get to nursery easiest. All staff should try to get to nursery as soon as possible from 8 am onwards regardless of their shift so that the manager is able to access the situation accurately; the likelihood is that if weather conditions persist then the nursery will close earlier. All staff living within walking distance should walk to nursery. Staff are allowed to wear any type of trouser that will keep them warmer on their journey.

The Nursery Manager shall text all staff to inform them if the Nursery will close. All staffs are to respond so the Manager knows everyone got the message. If Nursery is forced to close staff will be paid at their basic rate of pay for an 8 hour day. If nursery is open should staff fail to get to work they will be deducted for the hours of work missed. Staff will be contacted at approximately 7.30pm on the first day of closure via text and then in the evening of that day informing them of the plan for the following day.

The Manager and Deputy will then contact all the relevant parents via email & phone.

The priority list is:

1. children with parents in the emergency services, the Grant funded children (3 to 5's or at risk/ SEN children)
2. Children of staff working in the setting.
3. children on a first come first served (maybe make a note of who came first) as parents will have to wait until all the above categories are contacted to find out if they are going to be taken in.

Be aware of your ratios and only a maximum of 14 children if we have 5 members of staff this is as staffs are going to need the legal requirements of breaks. If you have more staff then use your intuitive with regards to ratios. A member of staff will be appointed in charge if the manager is absent.

The Manager will communicate with the appointed person regularly throughout the day.