

Emergency Closure/Adverse Weather Policy

Our Aim: Continuity of service is always of paramount importance for children attending Little Learners, but on rare occasions it may be necessary to close the setting for reasons such as adverse weather conditions including snow. If there is any situation that could cause users to be at risk, then the provision must close. This includes any situation where the correct adult: child ratio cannot be maintained, e.g., due to staff being unable to get to work during bad weather. It is our duty to safeguard all children and employees of Little Learners Day care.

All closures are recorded on our hazard forms with a full explanation with regards to the reason for closure.

Reasons for emergency closure:

- power failure
- fire damage
- flooding
- snow
- ice
- heatwave
- high levels of sickness among staff or children including any pandemics
- no heating or water in building
- a bereavement
- If there are contractual implications, for example a change to your terms and conditions.
- emergency services incident

Precautions:

- The manager/Owner will stay up to date with information from reliable sources i.e., NHS, Local Authority, PHE, Department of education etc., and escalate the information to all parents, carers, and employees.
- Our online system allows us to log on anywhere there is internet or if using the nursery's mobile phone 3G/4G/5G which allows us access to employee and children's records.

For employees:

We expect all employees to attend work during adverse weather conditions but only if it is safe to do so. We will look at employees on an individual basis. i.e., where they live and how they travel to work.

If it is impossible for you to travel into work, you must contact the manager or owner as early as possible so we can arrange cover.

You will need to take the time off as annual leave or if you have used your annual leave, it will be unpaid.

We are flexible and with enough notice we can arrange for you to start your shift later by swapping shifts with another employee.

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Should be forced to close due to PHE (public health England) employee's salaries will be discussed on an individual basis dependant on being able to work from home, and the circumstances.

Should we need to close the setting the management team will contact you by telephone, email, and text.

We will keep all employees updated with regards to the following working day. This information will be received no later than 6pm unless there is an important update that cannot be avoided.

Employees are encouraged to wear layers; each employee has uniform which consists of t-shirts, jumpers and hoodies, and cooler clothing in the summer.

Parent's/carer's and Children:

For information with regards to opening and closing parents and carers can look on our Facebook page for updates i.e., if we are open as normal, opening/closure times.

Please be reassured we will do our utmost to remain open, but it will be down to the management team's discretion if we close the setting. The decision will be based on the health and safety of the children travelling to the setting and if we have legal ratio's in place. Or unless we go into lockdown and forced to close.

If a situation arises and we must close the setting due to adverse weather or in an emergency we will contact the parents by telephone, text, and email. If the situation arises during the night, we will contact parents and carers as soon as it is possible to do so.

We will keep all parents and carers updated via telephone, text, and email. And parents can contact us through email and the nursery mobile 07856806939, the number will also be sent via email and be displayed on our Facebook page.

The Owner/Manager will inform Ofsted of the settings closure.

Full fees will still apply if we should have to close.

Reviewed: January 2025 by Vicky George, Manager *V. George*

Next Review: January 2026