

## **Emergency Closure and Staff Absence - in case of illness or adverse weather conditions**

The safety of the children is of paramount importance. Our target is to keep the nursery open during school terms daily. We have a pool of qualified (DBS checked) supply staff to support us to achieve this target.

However sometimes due to unforeseen circumstances or emergencies, we are unable to keep the nursery open due to staff absence.

Rise & Shine Day Nursery will do the following:

- Initiate phone calls to parents/carers to determine whether or not they will be able to pick up their children.
- This we hope will bring down the numbers of children in attendance for the day, alternatively, the Director of Nursery or a designated management member (those with DBS checks in place) will be called in to support the nursery till either a supply staff arrives or parents come to pick up their children.

**IF SUPPLY COVER IS NOT AVAILABLE TO MAINTAIN THE CHILD TO ADULT RATIO THEN WE WILL BE UNABLE TO OPEN FOR THE SESSION/S**

In case of severe or adverse weather conditions, Rise & Shine Day Nursery will:

- A member of staff will telephone the parents informing them of the nursery's closure,
- Advise the parents to telephone the nursery after 8.30am to check to see whether the nursery is open or closed (if there is no answer this should indicate we are closed) alternatively
- Please tune into 'THREE COUNTIES RADIO' or 'HEART FM' for closure notifications

Created: July 2014

Reviewed: July 2015

Next Review Date: July 2016