## Closing the Nursery in an Emergency Procedure

*Safeguarding and Welfare Requirements / 3.55, 3.77*

In very exceptional cases Skylark Day Nursery may need to close at very short notice due to an emergency. (Also see Lock Down Policy).

**Such incidents could include:**

- Serious weather conditions
- Structural damage
- Fire or bomb scare
- Suspected gas leak
- Death or serious injury of a child and/or a member of staff
- Serious assault on a staff member
- Serious accident or illness
- Burst pipe
- Lack of toileting facilities

In such circumstances the Manager will ensure that all staff, children and visitors are safe. Everyone must meet at a pre-arranged meeting point where a register will be taken. The meeting point may be the same place as the assembly point used for fire drills, depending on the whereabouts of the problem.

The evacuation cot will be used if necessary and the evacuation bag too.

All staff will use the emergency evacuation plan, displayed throughout the setting.

The manager will make sure that parents/carers are informed, and necessary actions will be taken in relation to the cause of the closure.

All children will be supervised until they are safely collected.

Ofsted and all necessary agencies will be notified.

If the setting is unable to open, the staff will endeavour to contact the parents/ carers to inform them of such. The staff will remain in post until directed by the manager to leave.

THIS POLICY WILL BE REVIEWED ANNUALLY February 2022