

# Unforeseen Closure Policy

Babraham Nursery (the nursery) endeavours to open throughout the year, Monday to Friday, (8.45 a.m. to 5.45 p.m. Monday to Thursday and 8.45 a.m. to 5.15 p.m. Friday), excepting Bank Holidays and the days between Christmas and New Year.

However, the nursery may be required to close due to unforeseen circumstances on grounds of protecting the health and safety of staff and children. During these times the nursery management may be required to contact parents / carers to collect their children early, or take the decision to keep the nursery closed during a normal working day. Such a decision will be taken if:

1. **Weather Conditions** (including snow, flooding or exceptionally high winds)  
If weather conditions are deteriorating to such a level that the emergency services, the Institute Director or other relevant body deem it is not safe to travel or stay at work.
2. **Staff Illness**  
Whilst every effort will be made to utilise replacement staff, the nursery cannot operate without the correct ratios of staff to children (Base room seniors can provide information about ratios upon request). Under these circumstances we may be required to close rooms or in extremis the entire nursery.
3. **Utilities Breakdown**  
If there is a sustained loss of electricity or water the nursery will be closed. It is not possible to operate without these utilities.
4. **Reasons beyond our control include**  
Fire, acts of terrorism, epidemics, pandemics, spread of disease (human/animal).
5. **Health and Safety**  
If a hazardous situation occurs within nursery, and we are unable to minimise risks to the children and / or staff attending the setting, it may be necessary to close either the nursery or a particular room within the setting. Due consideration will be given to whether it is possible to re-arrange the groups of children within other rooms, within the context of floor space and other safety requirements.

Statutory guidelines dictate that we prioritise access to nursery for Early Years Funded children. Therefore, we will apply the following rational to closures:

- i. Closure of Ducklings
- ii. Closure of Caterpillars
- iii. Closure of Butterflies
- iv. Closure of Explorers
- v. Closure of the entire nursery

## **Procedure for contacting parents / carers**

The Babraham Nursery uses Alert Cascade - a mass communication service – to rapidly share critical information with parents. If the nursery is unable to open you will be informed in the morning by text message, “robocall” and email as soon as the decision is made; we endeavour to communicate this in advance of the session starting. In certain circumstances

you may be contacted by telephone by a member of nursery staff. If this is not possible a note explaining the closure will be displayed on the door.

This procedure will also apply in circumstances where the nursery is forced to close during operating hours. You will be informed of where and when to collect your child if this is outside the normal parameters.

In all circumstances parents will be contacted via email with further information about the closure and plans for reopening.

It is the responsibility of the parents to ensure that Babraham Nursery holds all up-to-date contact details to be used in such a situation.

In the unlikely event that Babraham Nursery is closed due to any of the above circumstances then fees will not be refunded.

This policy was adopted at the Nursery Management Committee meeting on 24/04/09 and the staff meeting on 28/04/09.

**Signed on behalf of the Nursery:**  
**Reviewed and updated: April 2022**  
**Next review Date: April 2023**