

Little Cubs Academy Safeguarding and Welfare Requirements 3.55

Emergency Procedure: Closing the Nursery or Lock Down

In very exceptional cases Little Cubs Academy may need to close at very short notice due to an unexpected emergency.

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 heating or water facilities
- Lack of toileting facilities.

In such circumstances, the Head Teacher will ensure that all staff, children and visitors are safe. Everyone must meet at a pre-arranged 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.

Where the nursery has to temporarily relocate the evacuation bag will be used. This contains nappies/wipes, spare clothes, snacks etc to ensure we can care for the children until they are collected. The nursery's red box, which contains all parents contacts and emergency contacts will also be taken.

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

An emergency outside the setting, which is beyond the setting's control, may result in an emergency 'lock down'. In this case everyone must remain in the building.

Only members of staff know codes to the building and all staff know what to do in the event of an unwanted visitor. Other visitors, volunteers and students will be guided by staff in terms of what to do. The pre-arranged meeting place may not be suitable due to the emerging situation.

Authorities, such as the police and fire services, may override this policy and we will be guided by them in terms of what to do in an emergency.

The Head Teacher will make sure that parents/carers are informed by phone and necessary actions will be taken in relation to the cause of any closure. If the parent/carer cannot be reached by phone, then we will endeavour to contact you by email. Failing this we will contact your listed emergency contacts.

All children will be supervised until they are safely collected.

Ofsted and all necessary agencies will be notified.

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

Please be advised, in the event of the nursery closing due to any of the above, fees will be charged.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>