

Emergency Closure Policy- illness/flu pandemic

Aim of the policy

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**Some policies continue to the next page. Please check you are referring to the complete policy content. These policies are reviewed annually and updated inline with changes to government legislation.*

To give clear guidance for what to do if a flu pandemic or similar occurs at the setting. A list of communicable diseases and minimum periods of exclusion is given on the Guidance on Infection

Points to consider

In the event of a flu pandemic or similar, the senior member of staff will keep the operations of senior member of staff updated of children's health and staffing levels.

We aim to achieve this by:

- Having our settings join together at the most suitable location and open on a limited basis in case of limited staffing levels
- Working with the following priorities if the shortage of staff limits the number of places available:
 1. Children of emergency services and medical staff
 2. Children of teachers or school workers, bank workers, staff at utilities companies and public transport workers
 3. Children of all other working parents
 4. Children of non-working parents
- Asking parents with current DBS forms to support the setting team in order to maintain smooth operations in the event of staff shortages
- Having the most senior person available contact parents by phone in case of closure or limited opening. The setting software systems can be accessed from private computers if needed
- Changing the answerphone message and regularly updating it to keep parents informed
- Putting out notices in the setting's blogs, by direct email and on our website to inform parents
- In exceptional circumstances, offering children of emergency services workers or other essential workers child care even if they do not usually attend the setting.
- Keeping Ofsted informed at all times of changes in circumstances.

For up-to-date information on flu pandemic issues by the government, visit:

<https://www.gov.uk/guidance/pandemic-flu>

Financial decisions will be made by the directors.

Emergency Closure Policy- buildings/environment

Aim of the policy

To give clear guidelines for what to do if bad weather or building issues cause a setting to close.

Points to consider

If the shortage of staff limits the number of places available, the following priorities will take place:

1. Children of emergency services and medical staff
2. Children of teachers or school workers, bank workers, staff at utilities companies and public transport workers
3. Children of all other working parents
4. Children of non-working parents

In the event of staff shortages, parents with current DBS forms may be asked to support the setting team in order to maintain smooth operations.

The senior member of staff will inform the parents of the children attending that day of the change by telephoning them.

Answerphone messages will be updated, and we will try to keep parents as informed and up to date as possible through emails, our blog and our website.

The directors will be informed immediately about the site change.

Ofsted will be kept informed at all times of changes in circumstances.

Financial decisions will be made by the directors.