



### Introduction to policy

In the event of an emergency closure Burgh Wood Montessori Nursery School and The Orchard School (*hereafter the "Nursery Schools"*) will keep the welfare of all the children on our site as our first priority.

The Nursery Schools will close their settings for an emergency such as:

1. Power failure
2. Fire damage
3. Flooding
4. Heavy snow fall
5. Ice
6. Heatwave
7. High levels of sickness among staff or children
8. Flu pandemic
9. No heating or water in our building
10. Due to bereavement
11. Due to an incident and the setting had to access the emergency services

### Summary of procedures

**If an emergency occurs during our opening times:**

In case of an emergency our primary responsibility will be the safety and welfare of all children and staff in our setting.

The Principal or the next senior member of staff will call the Parents/Guardians listed in our emergency contact box.

The Principal or the next senior member of staff will inform the Parents/Guardians about the situation and request them to arrive immediately to collect their child.

Due to the emergency closure, Parents/Guardians may send a friend or a neighbour who must provide proof of identification and be able to quote the password when collecting the child. No child should be allowed to leave the premises without proper checks being carried out.

The first aid box, the Nursery Schools emergency contact details and the registration folder must be accessible until all the children have left the Nursery Schools.

Keep water and a few cups in case the children need a drink.

**Emergency closure due to out-break of sickness or from a notifiable disease in our setting:**

In the event of an outbreak of sickness in the Nursery Schools, the Principal or the next senior member of staff will inform the following agencies:

1. Ofsted - Helpline: 0300 123 1231
2. PHE Surrey and Sussex Health Protection Team (South East),
3. County Hall, Chart Way,
4. Horsham,
5. RH12 1XA
6. Phone: 0344 225 3861 Option 1 to 4 depending on area then option 1
7. Out of hours for health professionals only: please phone 0844 967 0069
8. NHS - 111

To contact an Emergency Service during Nursery School hours, follow the procedure listed below:

1. Ambulance dial 999 for an emergency or 101 for a Non- emergency



2. Surrey Fire and Rescue Service Telephone: 03456 009 009 (9am-5pm weekdays, excluding bank holidays)
3. If you smell gas call 0800 111 999
4. Water leak call 0845 278 0845 from mobile 0330 303 0368
5. Electricity call 0800 849 7077

Be ready with the following information:

1. Identify yourself
2. State the Nursery Schools' telephone number 01737 356105
3. Our location - St Ann's Church Hall, 4 Brighton Road, Banstead, SM7 1BS (Burgh Wood Montessori Nursery School) and Banstead Institute, High Street Banstead SM7 2NN (The Orchard Nursery School).
4. The exact location of the emergency and full description
5. If it is an ambulance the child's name and a very brief description of the emergency
6. The access for the emergency service vehicle
7. Speak clearly and slowly and be ready to repeat information if requested

The Principal or the next senior member of staff will inform

1. Ofsted
2. Surrey Early Years and Childcare Service
3. The early years Free Entitlement Team

The Nursery Schools will record the emergency closure in their incident books.

All staff to follow the emergency closure plan as for the fire drill assembly point and take up their responsibilities as necessary.

The Principal or the next senior member of staff will inform the milk supplier of the closure.

Reopening after an Emergency Closure

The Principal or the next senior member of staff will telephone or email that the setting is reopened.

### [Further reading/contacts](#)

#### Public Health England

For information about the most common infectious diseases and the recommended periods for which children should be kept away from your setting, download:

['Guidance on infection control in schools and other childcare settings'](#)