



Burgh Wood Montessori Nursery School

Emergency Closure Policy



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School on our website and a hard copy can also be viewed upon request.

Introduction to policy

In the event of an emergency closure Burgh Wood Montessori Nursery School (*hereafter the "Nursery School"*) 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/Carers listed in our emergency contact box/Blossom Parent App.

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

Due to the emergency closure, Parents/Carers 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 School's emergency contact details and the registration folder must be accessible until all the children have left the Nursery School.

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 School, the Principal or the next senior member of staff will inform the following agencies:

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1. Ofsted - Helpline: 0300 123 1231
2. PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA
Phone: 0344 225 3861 Option 1 to 4 depending on area then option 1
3. Out of hours for health professionals only: please phone 0844 967 0069
4. 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: 999
3. If you smell gas call 0800 111 999
4. Water leak call 0333 000 0365

Be ready with the following information:

1. Identify yourself
2. State the Nursery School's' telephone number 01737 356105
3. Our location – 40 Brighton Road, Banstead, Surrey SM7 1BT
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'](#)

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