



## **CRITICAL INCIDENT AND SEVERE WEATHER POLICY**

### **AIM**

The Lodge Day Nursery operates effectively to ensure your child's health, safety and welfare is cared for in the case of a critical incident and severe weather which could possibly have a negative impact on the running of the Nursery. We will contact all parents via phone, twitter, Facebook and emails if any of these were to occur.

### **BURGLARY**

The Lodge Day Nursery staff will follow a lock up procedure, ensuring all doors and windows are closed and locked. A member of Management will be present when exiting the permission, any concerns contact Andy Caley. Cleaners are first to arrive in the morning and complete a daily risk assessment. Should they discover that the Nursery has been broken into they should follow the procedures below. Management will also follow the Procedures if cleaners are absent.

- Dial 999 with as many details as possible, e.g. name and location, details of what you have found and emphasise that we are a nursery and children will be arriving soon.
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parent(s) and children to a separate area as they arrive. If all areas have been disturbed staff will follow the police advice.
- Management will assess the situation following a theft and ensure parents are kept up-to-date with developments relating to the operation of the nursery.

### **BOMB THREAT/TERRORISM ATTACK or FIRE**

Please refer to our Intruder, Fire Procedures and Health and Safety Policies.

### **FLOOD**

If flooding occurs during the nursery day, the management team will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this incident we will inform the parent(s) and keep the children safe at Ipswich School until parent(s) are able to collect their child.

### **SNOW**

If high snow falls is threatened during a nursery day then the management team will make the decisions as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff members. In the event of a planned closure during the nursery day we will contact all parents to arrange for collection of their child. If the nursery is to close before the day has started, management would email all parents and will also be on Twitter/Facebook.

If the nursery has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.