



Emergency Closure Policy – Buildings/Environment

Version Number: 1.0

Owner: Nursery Operations Team

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EMERGENCY CLOSURE POLICY – BUILDINGS/ENVIRONMENT

Policy statement

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

Procedures

In the event that bad weather or building issues (such as fire, flood or heating breakdown) makes one of our sites inoperable the staff and children will be relocated to one of the other Kiddie Capers sites.

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/ children of bank workers/ children of staff at utilities companies and children of public transport workers
3. All other working parents
4. Children of non-working parents

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

The manager or person in charge will inform the parents of the children attending that day of the change by telephoning them.

Answer phone messages will be updated (if the building can be accessed) and we will try and keep parents as informed and up to date as possible through emails, Facebook and Famly.

A Director will be informed immediately about the site change.

Ofsted will be kept informed at all times of changes in circumstances: 0300 123 1231.

Any financial decisions will be made by the Company Directors.

Document history

Date	Version	Section	Details	Reviewed by
10/11/2025	1.0		Creation of new policy	LE