



Emergency Closure Policy – Illness Pandemic

Version Number: 1.0
Owner: Nursery Operations Team
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Policy statement

To give clear guidance 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 control in schools and other childcare settings poster**.

Procedures

In the event of flu pandemic (or similar) the manager will keep the Directors updated of children's health and staffing levels. In case of limited staffing levels, Kiddie Capers settings will join together at the most suitable location and open on a limited basis, including reduced opening hours and everyone remaining at their original site.

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 forms may be asked to support the setting team in order to maintain smooth operations.

In case of closure or limited opening parents will be contacted by phone by the most senior person available. The setting software system – Famly, can be accessed from private computers if needed.

The answer phone message will be changed and then regularly updated so parents can be kept informed. Notices will be put out on Facebook, direct emails and on Famly, to inform parents.

In exceptional circumstances children of emergency services workers or other essential workers will be given childcare even if they do not usually attend the settings.

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