



Emergency policy

Reviewed date: November 2023

Policy Overview

In the event of an emergency requiring the closure of Bidborough School at short notice, the following procedures will be implemented to ensure the safety and well-being of all children at Bidborough Village Nursery School.

Emergency Relocation

- If Bidborough School is closed unexpectedly, children from the Nursery School will be moved to Bidborough Village Hall (Address: Bidborough Ridge, Bidborough, Kent, TN3 0XD) under the supervision of nursery staff.
- The children will be accommodated in the small room of the Village Hall. Appropriate safeguarding measures will be in place during this transition.

Staff and Child Safety

- All staff members from the School will sign the visitor's book upon arrival at the Village Hall.
- School registers and any necessary evacuation information will be provided by the school and handed to the designated lead point of contact from the school.

Communication with Parents

- Depending on the number of nursery school children present, the nursery may either continue to operate from the small hall or parents will be contacted to collect their children as soon as possible.
- The nursery will ensure timely and clear communication with parents regarding the emergency situation and the necessary actions to be taken.
- Staff are trained on the emergency procedures and the policy is accessible to all staff members.