



Contingency and Emergency Closures Policy

Aim

It is the aim to ensure the health, safety and wellbeing of the children at all times. We have put in place contingency arrangements in case of emergency or when staff ratios could be threatened.

It is vitally important that you notify us of any changes to your telephone numbers immediately.

Staff Absence

If two or more staff are delayed, or unable to come we will ring all parents to tell them of the situation. If we exceed the legal requirements of child to staff ratio the situation will be explained to all parents/carers on arrival and no more children should be admitted to the setting until additional staff arrive.

Loss of Utilities

Our premises are maintained on a regular basis. In the unlikely event of the setting losing one or all of its utility services, the manager or person in charge will assess the situation and the effect it will have on the children and staff.

If it is found that the situation will threaten the health, safety or wellbeing of the children then parent/carers will be contacted to collect their child. We would expect one of the named persons on the child's records to collect the child within 2 hours.

Parents will then be kept informed about the incident and can contact the setting for updates.

Damage to Buildings

In the event that when you arrive at the setting to find the building /rooms damaged you must consult with the settings manager who will seek advice from the appropriate department and evaluate the damage and impact on the children's health safety or wellbeing. If the problem can be solved in the short term the children will be admitted into the setting. If this is not possible parents will be asked to take their child home with them and parents/children due in will be contacted to stay at home.

Serious Incident

In the event of a serious incident involving a child or member of staff, the room supervisor must work with the manager in organising appropriate help etc. All staff should remain calm and remove other children from the area and should continue to look after the children unless directed otherwise. All parents will be notified if the incident details are deemed important for all parents and carers to be notified about.

Outbreak of contagious illnesses

We are required to notify the Health Protection Agency and Ofsted where we have an outbreak of salmonella or other illness which is present in numerous children. (See notifiable diseases) Sometimes contagious diseases are brought into the nurseries; if this occurs you must notify a member of staff or the setting manager who will ensure a deep clean is carried out and if the illness is contagious the manager will notify anyone who may have had contact with the child. display notices so that other parents/carers are aware and can be vigilant to signs and symptoms which the child may display.

History log:

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).