



Contingency Plan Policy and Procedures

Aim

It is the intention of Bristol Children's Playhouse to develop safe and usable procedures for dealing with incidents that could affect the normal running of our setting.

Policy

During emergency situations or serious incidents we will endeavour to put the safety of the children and staff in our setting at the heart of our planning and this will be our primary concern at all times.

Staff will follow the emergency procedures developed for each situation.

Parents and carers will be advised of the incident and its effect on operation as soon as possible.

We will keep staff and families up to date with developments and if we have closed we will endeavour to reopen as soon as possible.

We have listed the instances that we feel are most likely to arise in our setting and the procedures we are planning to use to deal with these. This is not an exhaustive list but these procedures will be reviewed regularly and will be updated as necessary to accommodate any changes in work practices. Any procedures that are used during an emergency situation will be evaluated, assessed and updated as needed.

The procedures are listed in order of priority and will form part of all management and staff induction.

Emergency Staff Cover Procedure

In the case of employee absence, it may be necessary to replace them to ensure ratios are maintained to comply with the EYFS requirements.

Suitable measures include:

- Drawing on a pool of suitable staff
- Managing numbers of incoming children
- Contacting parents to take children home
- Closing the setting

Where staff take breaks you must maintain the overall required staffing ratios by measures such as:

- Re-grouping children
- Reorganising rooms and activities
- Re-deploying other suitable staff
- Ensuring sufficient staff remain on the premises

If an employee calls in sick or is unable to attend work, it is their responsibility to inform their Line Manager by the timescales detailed in their terms and conditions of employment.



When an employee has advised that they are unable to attend work, the following procedure should be implemented.

- Check the expected number of children for that day; do you need a full staff team?
- Contact any part time workers employed by the setting to see if they would be able to work some extra hours
- Contact bank staff to see if they are available for work
- Contact childcare agencies
- If no cover can be found, the numbers of children attending the setting will need to be reconsidered. Parent/carers will need to be contacted to see if they can cope with not using the setting on this day. Work through the list of contact numbers and try to reduce the numbers of children attending.
- If the number of staff available drops below the number required to maintain staff ratios, the number of children cannot be reduced and no emergency cover can be found, the setting will have to close.
- If the setting needs to close, parents should be contacted as soon as possible and advised the scheme will need to close temporarily, apologise and try to advise when the scheme will reopen.

Emergency Closure due to Infectious Disease

Whilst Bristol Children's Playhouse will follow their Children's Sickness Procedure to try to minimise the risk of the spread of infection this may not always be possible. If the local authority's Environmental Health Team deem closure is necessary we will:

- Advise parents as soon as possible
- Arrange for the provision and all equipment to be deep cleaned to remove the further risk of infection.
- Ensure that the management will work with necessary authorities to implement an action plan and reopening timeline and we will advise parent of this.
- The management must advise Ofsted by telephone and email that normal operation has been disrupted and the reason why. Reporting may also include reports to Department of Education and the local authority. See *Covid Closure plan* for specific details of this in the case of COVID 19 closures.

Emergency Closure Due to Extreme Weather

Although extreme weather such as snow can be great fun, Bristol Children's Playhouse has a procedure in place to ensure the safety and wellbeing of children and staff during these periods, and to keep disruption to a minimum for parents/carers too.



This means we may have to limit the number of children the setting can accept, or occasionally even close. This is because our staff - child ratios must always be in line with the regulatory body guidelines and because we have a duty of care to our children and staff.

Over the winter months, if the weather does cause any problems, all parents are aware of the situation at the setting. If the setting is affected we will notify staff and parents as early as possible by sending a text messages and emails and posts via social media.

The message sent to staff and parents will depend on which of the following situations apply:

Potential Disruption (evenings only) – if we envisage that due to extreme weather conditions overnight the setting may experience disruption the next morning, a message will be sent to alert parents and staff of possible closure and that an update will follow in the morning. Parents and staff should also check the setting's website and social media for updates.

- Closed: when the setting will be closed due to extreme weather conditions. Updates will follow and parents and staff should check the setting's website/social media page for the latest status.

- Limited Availability: If the setting is short staffed and we intend to operate a limited availability system, children will be accepted on a first come, first served basis. Once we have reached our staff: child ratios, we will be unable to accept any more children into the setting. Parents should contact the setting on the day for specific details.

- Limited Availability/Late Opening: if staff are struggling to get in, the setting may have to open later in order to maintain our staff: child ratios. Parents should contact the setting on the day for specific details. Text messages will be sent to all families to advise of these arrangements.

- Early Closure: if bad weather comes during the day and appears to put at risk the prospect of children and staff getting home safely, we will close the setting early and notify all affected parents/carers immediately.

- Open: after we have notified parents and staff of any of the above, we will contact them to let them know that the setting will open as normal.

Bristol Children's Playhouse is unable to offer refunds if shut due to circumstances out of our control ie: severe weather.