

Fledglings Day Nursery Contingency Plan Policy

Aim

It is the intention of Fledglings Day Nursery 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 users up to date with developments and if we have closed we will endeavour to reopen as soon as possible.

Ofsted will be informed of any short-term closure.

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 part or all of 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 that the setting is signed up with.
- Contact your regular volunteers as listed in Appendix A to see if any are available to cover.
- 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.
- For an early-years setting, 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.
- For an out of school setting, if the number of staff available drops below 2 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 Fledglings Day Nursery 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 Environmental Health Officers 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.

Emergency Closure Due to Extreme Weather

Although extreme weather such as snow can be great fun, Fledglings Day Nursery 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, we have a communication system in place to ensure that, 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 email.

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.

- **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.
- **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 via email.

We appreciate that any disruption to the normal opening hours of the setting is inconvenient, and action will be taken only when absolutely necessary. We very much appreciate your support and understanding in helping us to maintain the safety and wellbeing of all children and staff.

We regret that Fledglings Day Nursery is unable to offer refunds if shut due to circumstances out of our control ie: severe weather. Please see our fees policy for details.

Author

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