

# SAFEGUARDING & WELFARE REQUIREMENT: SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT & EQUIPMENT

## 8.9 Staff Contingency Plan and Emergency Closure Procedure



### Policy Statement

This policy outlines the procedures to be followed if exceptional circumstances result in the compromise of adult to child ratio and a subsequent emergency closure. The exceptional circumstances may include staff illness, Covid-19 related reasons, adverse weather conditions, fire, burglary, accidents, Church/Premises related incidents and other circumstances that may result in an emergency closure.

### Staff Contingency Plan

*Emergency closure of the setting during session time is an extremely rare occurrence and we endeavour to never get to the point where we are sending children home. We will only ever do this where the adult to child ratio is compromised and it is therefore in the best interests of the children.*

- In the first instance, all part time staff who are not working the session will be contacted by phone (we have a list of all our staff members and their contact details on the premises at all times and each staff member has a personal copy of the contact list). The pre-school manager will be the lead in attempting to find cover.
- If no usual staff are able to cover the session, then the manager will contact a member of 'pool staff'.
- If we cannot secure any of our part-time or pool staff, we will need to contact parents and ask them to collect their children. We will only contact the minimum number of parents, just lowering the numbers enough to stay in ratio. The parents will be contacted at random and rotated each time we need to do it. We will take in to consideration families where both parents work.

### Procedures to follow in the case of a predicted closure (in the case of adverse weather conditions, staff illness, Covid-19 related reasons and other circumstances)

- If the setting is unable to open for the reasons listed above and there is less than 12 hours notice, the manager will in the first instance, contact all parents by phone call to notify the intended closure. The manager may enlist help from other staff members and/or committee to complete this task.
- If parents cannot be contacted by phone, the administrator will use the SMS service to inform parents of the closure.

- A notice will be placed on our social media and regular updates will be given by this method along with either/or emails, SMS messaging service or phone calls.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 22<sup>nd</sup> March 2021**

**This policy was reviewed & updated on: April 2023**

**This policy will be reviewed again on: April 2024**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:** Lisa Calver 

**Role of Signatory:** Committee Chairperson