

Contingency Plan Policy and Procedures

Aim

It is the intention of School's Out 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.

If the school site has to close for any reason, School's Out will not run. If this is to be a long-term closure, we will identify alternative premises as appropriate, and implement an action plan and timeline for reopening.

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

When a playworker 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 relief playworkers employed by the setting to see if they would be able to work some extra hours
- Regroup children, reorganise activities and/or redeploy other suitable playworkers.
- Contact childcare agencies.
- Contact Management Committee members 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 and activities offered 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 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 Premises Closure Procedure

If a decision is made by the school to close, they will advise the Manager of the setting as soon as possible.

- The Manager will implement the use of alternative premises previously identified and agreed. These are Henleaze Infant School and Henleaze Junior School.
- From the alternative premises, the Manager and staff will contact parents to advise them of the situation and that they need to collect their children from there.
- Ofsted will be advised by telephone and letter that there has been a temporary change in operational premises as appropriate.
- If the alternative premises are not available, the staff should keep the children at the school and contact parents for collection from the school as soon as possible.
- Parents who are booked in for the remainder of the time the scheme will be closed, will be advised of the time line for reopening.

Emergency Closure Due to Financial Difficulties Procedure

If it is identified that the scheme can no longer run viably the management committee may have to take the decision to close the scheme.

- The parents will be informed of the decision as soon as possible; the management will endeavour to identify alternative provision for parents to use or signpost them to the FIS for information about alternative childcare.
- The staff will be informed of the reason for the closure. They will also be given information on outstanding payments i.e. salary or holiday pay and also any redundancy entitlements.
- The management will inform Ofsted of the situation by letter and will implement their winding up procedure.

Emergency Closure Due to Infectious Disease Procedure

Whilst School's Out 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.

- Identify and use possible alternative premises whilst the cleaning is happening.
- 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 Procedure

Although extreme weather such as snow can be great fun, School's Out 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 even close. This is because our staff to 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. Also, if the school closes the site due to adverse weather, School's Out will also have to close.

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 sending an email to all parents.

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 to 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 to 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 when School's Out will reopen.

Lockdown

In order for lockdown procedures to run smoothly and help ensure the safety of all children and adults, we will:

- Carry out and regularly review risk assessments associated with lockdown.
- Make staff aware of any associated risks and ensure they receive appropriate training for lockdown and understand their responsibilities within this. Key roles will be allocated to staff.

Notification of Lockdown

Infant School

The signal that the Lockdown Procedure is to be followed will be the Manager (inside Main Room) and Deputy Manager (outside or Sports Hall) using a clear, loud voice, that we are going to "Lockdown."

Junior School

The signal that the Lockdown Procedure is to be followed will be the Manager (inside Main Room and Sports Hall) and Deputy Manager (outside) using a clear, loud voice, that we are going to "Lockdown."

Procedure

- On discovering a hazard or being informed that lockdown needs to happen, activate the signal.
- One member of staff to call the police and/or other emergency services as necessary and follow their advice.
- If outside: staff to usher the children inside the building. If it is unsafe to do this, an alternative must be communicated. One member of staff to check all areas to ensure no-one is left outside.
- On entering, all external doors to be closed and locked.
- If inside: keep children, staff and visitors indoors, in an area that is considered safe (this will vary depending on the reasons for lockdown). Staff to close/lock windows and doors. Position children away from possible sightlines and hazards and pull curtains/blinds. Lights, smart boards and computer monitors may need to be turned off.
- If there is smoke or fumes, turn off ventilation fans etc.
- Complete the register, to ensure all children are safely inside. Advise the Manager of any unaccounted children. A member of staff to check all inside areas for children not present, if safe to do so.
- Staff to support children in keeping calm and quiet and ensure that nobody moves around.
- Everyone must remain in lockdown until informed otherwise by the Manager.

Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via phone, text and/or email taking advice from the police as appropriate.
- Depending on the type and severity of the incident, parents might be asked NOT to collect their child/ren as this might put them at risk.
- Children will not be allowed to go home during a lock down.
- Parents will be asked not to contact the setting as this may tie up emergency lines.
- If the lockdown carries on past the end of the session, parents will be notified and given information about the time and place children can be picked up from.



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 School's Out is unable to offer refunds if shut due to circumstances out of our control i.e.: severe weather. Please see our fees policy for more details.