



## **Contingency Plan**

**Woodpeckers Preschool CIO** is committed to safeguarding children and to providing high quality in our welcoming, safe and stimulating environment where children are able to enjoy learning and are able to grow in confidence.

### **Aim**

We meet the Safeguarding and Welfare requirements within Childcare Regulations, ensuring that adult to child ratios are met by employees that have been safely recruited, including an enhanced Disclosure and Barring Service check. This is to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

To meet this aim we follow:

Adult to child ratios of:

1:4 for children aged 2-3 years

1:8 for children aged 3 years and above

- There will always be a Designated Safeguarding Lead on site, if this is not possible one will be available by telephone at all times.
- A minimum of two staff are on duty at any one time, working directly with the children.
- We use a key worker approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development within the nursery. We are committed to ensuring nearly all staff are qualified within Paediatric First aid, and is refreshed on a 3 year cycle.
- All staff will have Safeguarding Training relevant to their roles, that is renewed online annually.

- All employees (and volunteers) are recruited following the Safer Recruitment procedure, including enhanced DBS and identity checks, obtaining references and qualifications checked.
- All staff have up-to-date relevant job descriptions which sets out their roles and responsibilities within the nursery.
- All staff partake in regular supervisions, 1-2-1's and appraisals.
- The Preschool has a group of Committee members and volunteers who have a valid DBS to help cover unexpected staff absence
- Staff who have days off are willing to come in and cover in the case of staff absence/ illness
- The Preschool is routinely maintained and serviced according to the relevant legislations for Health & Safety.

Whilst we endeavour to ensure that the Preschool operates its full service to our families, we recognise that there may be times that are out of our control that may require us to follow our contingency procedures, such as:

- Staff absences at short notice in accordance with employment contracts
- Extreme weather conditions. The nursery will take action as recommended by the MET Office as appropriate if there are severe warnings in place for flooding, storms, snow etc
- Issues isolated to the setting such as a fire/ flood that would make the nursery inhabitable for use
- Structural issues with the building, which can-not be addressed whilst the Preschool are operational and require emergency repairs
- Services have been disconnected, i.e. there is no water or electricity or failure of heating –including if the temperature is below acceptable level for children in accordance with childcare regulations and Health & Safety regulations for working temperature for staff
- Acts of war/ terrorism
- In the event of a pandemic illness we may have to close if advised by the government or if it is not safe to operate. Our risk assessments will determine this. (new policies and procedures will be put into place)

### **Contingency Procedure**

1. This procedure is to be followed in order or adapted to suit the requirements of the nursery, dependent on the need at the time, and to ensure as little as disruption to our families as possible. In the event of staff shortages, staff who are not due to work will be asked to cover.
2. Committee members with a valid DBS will be asked to help.
3. Volunteers with valid DBS will be asked to help
4. If these options have been exhausted:

a) Cancel children's sessions that have been booked as extras, outside of their contracted sessions

b) Ask parents who may be able to volunteer by taking their child home for the day, to bring ratios in line with the readily available staff on-site, offering them an alternative session at a later date to compensate

c) Only accept the number of children that is compliant according to the number of staff readily available and working. This will be decided in line with the Government guidance

1<sup>st</sup> Vulnerable Children

2<sup>nd</sup> Critical Workers

3<sup>rd</sup> 3/4 Year olds due to be going to reception

4<sup>th</sup> All other children

In the event of other issues:

- If there is a requirement to close the nursery suddenly during the operating day due to any of the other above listed reasons, staff will call and notify parents at the earliest convenience. Parents will be requested to collect their child as soon as possible.
- In the event that we have to close due to emergency maintenance, staff will call and notify parents at the earliest convenience. Parents will be requested to collect their child as soon as possible.
- If extreme weather conditions are anticipated and we expect that we may need to close the nursery, we will notify all families in advance or as soon as practicable. The reason for this closure will be to ensure the safety of the children and our staff team. This decision will be made no later than 7.30am of the morning of the closure
- The supervisor will call, email and post on Family to all families to ensure they have advanced warning of possible closures.
- In the event that we have to close the nursery, it is a requirement that our local authority and Ofsted has to be notified.
- In the case of fire/ flooding we have an agreement with Cranbrook School that we can use their cricket pavilion as a safe base until all children can be collected. On telephoning the school they would ensure a groundsman or member of staff would come and unlock the building for us.
- In the case of security threats our Lockdown Procedure would be used.
- In the event of any closure alternative sessions would be offered if available.