



Contingency Plan in case of closure

We have contingency arrangements in place for staff absences and other emergency situations, including closure due to unforeseen circumstances. Such circumstances include adverse weather conditions, outbreaks of an infection and no heating. The safety and well-being of the children and staff must always be paramount and any decisions made must make this the primary consideration.

Policy

Staff will ensure that all records regarding children and their parents/carers are accessible and up to date.

In the event that staff feel it is necessary to close the pre-school:-

- The pre-school Manager will in discussion with the Chair of the committee if at all possible (if not then another senior member of staff) make the decision as to whether it is safe or suitable to open the pre-school
- We will keep parents up to date with developments via phone, email or facebook and if we have needed to close we will endeavour to reopen as soon as possible
- Fees will not be refunded for single session closures, but closures of more than 1 session fee paying children will be refunded.
- Staff will be paid for sessions when the pre-school is closed, but will be expected to use the time to complete any outstanding admin, do cleaning or tidying tasks within the pre-school if safe to do so or to use up to time owed.
- If the closure is beyond our control, for example no heating we will negotiate a refund on our rent from our landlords.
- If we have advance notice of more than a week of a necessary closure or the buildings being unusable, staff will where at all possible plan a trip for the children to avoid parents being left without childcare.

Staff will follow the emergency procedures developed for each situation and any relevant Government guidance. Parents and carers will be advised of the situation and its effect on operation as soon as possible. We will keep users up to date with developments and if we have to close, we will endeavour to reopen as soon as possible.

We will ensure that a Designated Safeguarding Lead or Deputy will be available at all times during all emergency situations and we will review the usual safeguarding procedures to see if they need amending or additional procedures put in place.

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 and these procedures will be reviewed regularly and 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. Staff and the Registered Person will be consulted with and kept informed about our contingency procedures.

Emergency Staff Cover Procedure

In the case of staff absence, it may be necessary to replace them and put various procedures in place in order to ensure ratios are maintained and to comply with the EYFS requirements. Such procedures may include:

- Drawing on a pool of suitable staff
- Re-deploying staff
- Re-grouping children
- Re-organising rooms and activities
- Managing numbers of incoming children
- Contacting parents to take children home
- Closing the setting

If a staff member calls in sick or is unable to attend work, it is their responsibility to inform the Pre-school Manager by the timescales detailed in their terms and conditions of employment. When a staff member has advised that they are unable to attend work, the following procedure should be implemented.

- Check the expected number of children for that day and work out how many staff are needed.
- Contact any part time workers employed by the setting to see if they would be able to work some extra hours.
- Contact bank staff or regular volunteers to see if they are available for work.

If no cover can be found, the numbers of children attending the setting will need to be reviewed and in some cases it might be necessary to temporarily mix the age groups of children and/or reorganise rooms/groups. If ratios still cannot be maintained, we will try to reduce the numbers of children attending

and parent/carers will be contacted to see if they can cope with not using the setting on this day. Priority will be given to vulnerable children and children of critical workers (see <https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>).

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 will be contacted as soon as possible.

In the case of prolonged/exceptional staff shortages, we will contact the local authority and make them aware of the impact on our provision. In such situations, we might use Disclosure and Barring Service (DBS) checked staff from other settings or work with other settings to pool staff.

Emergency Closure due to Infectious Disease

We will follow our Children's Sickness Procedure and Covid-19 risk assessment to try to minimise the risk of the spread of any infection. We will manage most infectious diseases by following the UK Health Security Agency's (UKHSA) guidance – <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

We will consider seeking specialist advice from our UKHSA team in line with this. See 'Useful Contacts/Information' for details. In the case of any national or local outbreak or emergency, we will always follow the relevant Government or Local Authority advice. If this deems 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 if possible.
- Work with the local health protection team to implement an action plan and timeline for reopening.
- Keep parents informed of the situation and when re-opening is likely.
- Advise Ofsted via this web form of any changes to operations
Report a serious childcare incident - GOV.UK (www.gov.uk)

Emergency Closure Due to Severe Weather

During severe weather conditions, such as flooding, storms or snow, we will keep the setting open for as many children as possible. However, it might be necessary to temporarily reduce the number of children attending or close, due to inaccessibility or risk of injury. In such situations, we will do all we can to reopen as soon as possible.

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/phone call. 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 severe 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 severe weather conditions. Updates will follow and parents and staff should check their emails and the setting's 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, although vulnerable children and children of critical workers will be prioritised. 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 when the setting is due to open. We appreciate that any disruption to the normal opening hours of the setting is inconvenient and action will only be taken when absolutely necessary.

Closure during a session

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.

In the event of an emergency situation arising for example Gas leak, the pre-school manager will ensure the children and staff, are evacuated safely to either the field adjacent to the hall or in bad/cold weather the church opposite (left open during the day).

Once staff and children are safely evacuated the pre-school manager will contact the committee Chair if possible and then send a group email to all parents to alert them to the closure and ask them to collect their children, giving them details of where to collect them from. A post will also be put on

our facebook page. Staff will also telephone parents using the pre-school phones and ask them to collect their children as soon as possible.

Emergency Closure Due to Financial Difficulties

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

- 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 local authority for information.
- The Management Committee will follow the correct procedure for making staff redundant. 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.
- Ofsted will be informed

Longer term closure

If for any reason it is necessary to close the pre-school for more than a few sessions alternative short term accommodation will be sought, subject to OFSTED approval.

Possible local sources of short term accommodation:

Memorial stadium. -01179524004
Cricket ground - 01170108025
Brunel fields school- 01173532471
Tesco's sports pavilion- 01179421912

Useful Contacts/Information

Local Authority contact – Deborah Brown T:07827 348719

UKHSA South West
2 Rivergate
Temple Quay
Bristol
BS1 6EH
Email: swhpt@phe.gov.uk
Telephone: 0300 303 8162

Bristol City Council Public Health Department -
ph.healthprotection@bristol.gov.uk

Government guidance to help with planning -
<https://www.gov.uk/government/publications/emergency->

[planning-and-response-for-education-childcare-and-childrens-social-care-settings](#)

Family Information Service

Email askcyps@bristol.gov.uk

Telephone: 0117 3574192

Ofsted – enquiries@ofsted.gov.uk

Date Reviewed	Reviewed By