



Lollipops preschool Contingency Plan

Lollipops Preschool 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 is 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. (the government considers Covid 19 to be an exceptional circumstance in which the staff to child ratio's set out in the EYFS can be temporarily changed, if necessary i.e. to respond to covid related workforce absences. In all circumstances we remain responsible for maintaining the quality of care, safety and security of the children in our setting.)

- A minimum of 2 staff are on duty at any one time, working directly with the children.
- Each room is overseen by a suitably qualified and experienced Room Leader.
- 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 wellbeing and development within the nursery.
- We are committed to ensuring nearly all staff are qualified with a Paediatric First Aid and is refreshed on a 3-year cycle.
- All staff will have Safeguarding Training relevant to their roles, that is renewed on a 2-year cycle.

All employees (and volunteers) are recruited following the Safer Recruitment procedure, including enhanced DBS and identity checks, obtaining references and qualifications checked.

- All staff partake in regular 1-2-1 supervisions.
- Where agency staff are used, the nursery manager must seek written conformation from the recruitment agency, that all safer recruitment checks, including an enhanced DBS has been performed.

The Nursery Manager must have a copy of the DBS number, and take a copy of the candidate's photographic identification on arrival to the nursery, in order to verify that the candidate is who they say they are. Whilst we endeavour to ensure that the nursery 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 addresses whilst the nursery is 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 and 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.

Contingency Procedure

This procedure is to be followed in order or adapted to suit the requirements of the nursery, dependant on the need at the time, and to ensure as little disruption to our families as possible. In the event of staff shortages. Staff and children will be asked to move around the nursery to adhere to ratios at all times, ensuring that there are sufficient staff available to look after the children's wellbeing.

Deputy Manager will be used.

We will call upon trusted childcare agencies for support. We will ask parents to wait and support the nursery if we are awaiting extra help arriving.

If all above points have been exhausted:

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

Asking parents to volunteer by taking their child home for the day, to bring ratios in line with the readily available staff on site.

Only accept the number of children that is compliant according to the number of staff readily available and working. This will be done on a first come first served basis.

In the event of other issues:

- If there is a requirement to close the nursery 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 a room or an area of the nursery due to emergency maintenance, we will endeavour to accommodate children with in other areas of the nursey which is suitable until such time their usual area can be reopened. The Nursery Manager or Deputy Manager will take responsibility to ensure that parents are informed of these changes at the earliest convenance.
- 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.
- The Nursery manager and Deputy will call, email, put on the facebook page or whatsapp group to ensure all families have advanced warning of possible closures.
- In the event that we have to close the nursery, it is a requirement that our local inspectorate has to be notified.

This Policy was reviewed on 7/3/22 signed JSmith