

13 Contingency plans

13.1 Unexpected Closures Policy

13.2 Priority places policy

13 Contingency plans

Alongside associated documents in 13.2, this policy was adopted by Isleham Under Fives Association on 12th October 2022.

13.1 Unexpected Closures Policy

Policy statement

We endeavour to be open for our usual session times without disruption, however there may be occasions beyond our control which result in the unexpected closure of the Preschool. Where disruption is unavoidable, we will ensure that we keep channels of communication open between staff, parents and carers, and will re-open at the earliest possible opportunity. Whilst every effort will be made to open in the event of exceptional circumstances, we will not open if this results in a breach of the EYFS welfare requirements and/or our Ofsted registration.

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:

- Lack or failure of heating.
- Accidental damage of vandalism to the setting making it unfit for purpose.
- Failure in supply of services (water, sewerage, electricity, gas).
- Ratios due to illness or understaffing.
- Extreme weather conditions such as snow, flood or storm. War or acts of terrorism.
- Structural problems with the building which cannot be addressed while the building is operational, and
- which require emergency repairs.
- When an outbreak of illness within the pre-school requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.

Identified risks due to unexpected closure.

Risk	probability	Preparation	Response
Staff Shortage	High	Plan A- Ask staff to be available for unscheduled shifts. Plan B - recruit bank staff or DBS checked committee members for emergency cover/to maintain ratio Plan C - consider reducing children numbers or operating hours (see procedure/criteria for reducing numbers below)	Advise staff of plans and ensure contact details are up to date for staff and committee. Contact parents for information re critical places/reducing numbers. Only accept children of critical workers. Notify parents of changes immediately.

Not available/on-site - Qualified Staff, DSL, First Aiders, Management.	Low	All staff are qualified and up to date with statutory training. This will continue were possible. A trained first aider will be on site during opening times. A named room leader/manager to take charge if no management is on site.	Book online training We will not open without a first aider on-site. A named DSL will always be contactable if not on-site. Management/ committee available to support by phone.
Staff at Higher risk due to health, age, gender and ethnicity	Medium	Continue to follow government guidelines, ask Staff to contact their GP if they are in the Higher risk group for advice.	
Not enough resources Cleaning products & Hand soap/ sanitiser	Medium-High	-Pre-book deliveries (were possible) -Pre-order online, manage stock efficiently. All staff to report low stock.	Staff to shop locally. Use what we have available.

Procedures

Unexpected closure before a session

On discovering that a scheduled session is not able to run, the following procedure will be followed:

- The first member of staff on site will inform the manager and/or chairperson. If needed the emergency services will also be contacted.
- The manager will contact parents immediately to inform them of the session closure and reason.
- A notice of closure will be placed on the website/social media outlets.
- The manager will inform Ofsted and the insurance company if necessary.

Closure during a session

- If it is necessary to close the preschool after the session has started, parents and carers will be informed by telephone that they are required to collect their child as soon as possible.
- If the closure is due to an emergency which required the building to be evacuated, then the children will be safely evacuated according to the current Fire Safety & Emergency Evacuation Policy.

Refund of session fees

For closures less than 3 consecutive days, refunds will not be issued, although every effort will be made to offer alternative sessions, providing we have the space and can ensure adequate staff: child ratios.

13.2 Priority places policy

Policy statement

We endeavour to be open for our usual session times without disruption, however there may be occasions beyond our control which result in the unexpected closure of the Preschool. Where disruption is unavoidable, we will ensure that we keep channels of communication open between staff, parents and carers, and will re-open at the earliest possible opportunity. Whilst every effort will be made to open in the event of exceptional circumstances, we will not open if this results in a breach of the EYFS welfare requirements and/or our Ofsted registration. Alongside our Unexpected Closures Policy the following procedures will be used to offer a 'priority place' if the preschool is able to open with limited/reduced places.

Procedure/criteria for reducing numbers

Taking account of our current timetable of children and staff, we would have to have the following minimum staffing numbers in order to safely run each session as it stands:

	Morning and Lunch	Afternoon
Monday	3	3
Tuesday	3	3
Wednesday	3	3
Thursday	3	3
Friday	3	2

- There must be at least one member of management on site at all times. If the Setting Manager is forced to self-isolate, she will remain contactable and keep in touch via telephone and email unless unable to do so. In the case where the manager, deputy or Committee members are all unable to work, the preschool will be forced to close.
- Due to the current needs of our children, the setting will not run with less than 3 members of staff in the morning and 3 members of staff in the afternoon. This must include at least one member of management who can be included in staff:children ratios.
- A reduced provision will only be considered as a last resort. In the case where we are forced to run a reduced provision due to minimal staffing, places will be offered to children based on their level of need. This need will be assessed on the following categories:

Category 1: Top priority will be given to children who are considered vulnerable or whose parents are considered Key Workers.

Category 2: Secondary priority will be given to 3 and 4 year olds who are transitioning to Primary School in September 2023

Category 3: Children whose parents rely on childcare to enable them to work and who are unable to work from home.

Category 3: Parent's who do not rely on preschool to provide childcare to enable parents to work will in the first instance be asked to volunteer to keep their children at home in these circumstances to reduce pressure on the setting. If there are not enough willing volunteers, management will take into account any other relevant factors that might give some children priority for a place over others.

- Places will be offered at the discretion of the manager and will be carefully considered by taking into account all of the above recommendations. Consultation with parents will be sought in advance to

determine each family's level of need should the occasion arise therefore minimising impact and disruption where possible.

- Should we have to run a reduced provision every effort will be made to communicate this to parents at the earliest opportunity via email, telephone, and social media channel. Staff will also communicate this verbally at the setting. Parents should remain vigilant in checking the channels mentioned above to keep abreast of any updates that may affect their child's attendance.

Isleham Preschool are aware that the above is subject to change and will be continually reviewed based on information from the DfE, Government, Cambridgeshire County Council, Public Health and other reputable sources.