

Safeguarding and Welfare Requirement: Staff: Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety



5.2 Emergency Contingency Plan

Policy statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through Capita in accordance with statutory requirements.

Procedures

- If the Playgroup Manager was unavailable due to an emergency or unexpected absence:
 - The Deputy Manager would take over the running of the Playgroup.
 - In the event of the above situation arising, the Chairperson would be notified.
 - A DBS checked Committee member would be called in to cover and maintain staff: child ratio or a part-time member of staff if necessary.

- If the Deputy Manager was unavailable due to an emergency or unexpected absence, on the Manager's day off:
 - The Chairperson must be notified so that the Manager can be called in to cover.

In the unlikely event of both the Playgroup Manager and the Deputy Manager being unavailable, the Chairperson would be contacted to make a decision whether to close the Playgroup, as it would be unlikely that ratios could be maintained. If there are numerous staff members absent then parents must be informed of the situation and asked to either wait for staff to arrive or in extreme circumstances (bad weather etc.) be told that the session will not run. The school's Head Teacher needs to be contacted in these circumstances and his advice adhered to. The Chairperson would also be informed of the situation.

If the Playgroup Manager and Deputy Manager are expected, but do not arrive by 8.30 am, staff should immediately contact the Chairperson. If the Chairperson is unavailable the next point of contact would be the

Secretary. A list of contact numbers is held by the Secretary and is also available in the playgroup office. The school's Head Teacher must be informed immediately.

Swift action would be taken to minimise disruption to parents and children. Parents would be contacted by telephone. Parents that are not contactable by phone would be informed on arrival at Playgroup by a member of staff. A notice would be added to the Playgroup website as soon as possible by the Manager/Administrator. Details will also be posted on Tapestry. Parents will be kept up to date of the situation via Tapestry and the Playgroup website.

If a situation arises during the day, parents would be contacted by telephone to arrange collection of their child. We have at least three contacts listed for each child, so if the parent is not contactable, the next authorised individual would be contacted.

If in extreme circumstances the Playgroup needs to be evacuated then the children would be taken to Foundry Lane School. All parents will be called from this safe base to inform them of closure and request that they collect their child. In the event that the school is also evacuated Playgroup would take the children to the school field. All parents would be called from this safe base to inform them of closure and request that they collect their child as soon as possible.

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	7 th March 2013 (reviewed and updated)
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	B. Angel
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
05/01/12	V. Whybrew	Chairperson	
19/06/12	B. Angel	Chairperson	
07/03/13	B. Angel	Chairperson	
31.01.15	C. Carstairs	Treasurer	
22.02.17	S. Andrade	Chair	
22.02.18	J. Tanner	Chair	
14.03.19	J. Stephens	Chair	
12.03.2020	J. Stephens	Chair	
12.02.2021	J. Stephens	Chair	