



Contingency Policy

Contingency plan for reduced numbers of closure in preschool.

A contingency plan must be put in place to ensure that all of the children and staff are safe whilst on site. The policies and procedures the preschool has in place ensure that events which affect the running of the preschool are appropriately managed and this policy

The preschool follows government guidelines closely and the local authority to keep all information up to date. The link below shows more information regarding this.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044974/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic_05_Jan.pdf

With this information in mind, we have put several measures and actions in place should the preschool be in a position where changes in the running of the setting need to be made.

- Staff absence is notified to the manager before 7.30 on the same working day to ensure that cover can be arranged.
- The preschool already operates a bank staff system, and all staff aim to work around the settings needs where individual staff are able.
- Committee members who hold a DBS check will also be called to ascertain their availability.
- All contact details for parents of children are kept in the office in a locked cabinet – should any parents need to be contacted; this will be done on site as soon as possible before preschool opens.
- The manager/supervisor will look at numbers of children to staff to ensure ratios are safe for the preschool to open. In the supervisor's absence, this will be done by the chairperson. If all children are not able to attend due to staff ratios' the following system will then be calculated to ensure that the preschool operates according to Statutory guidelines.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

- If you are a parent paying fees, then these fees will be refunded to you.

A maximum of 4 x 2-year old's to 1 adult and a maximum of 8 x 3/4-year old's to the remaining adult(s)

1. *Priority to any vulnerable families would be given as per Wiltshire council guidelines.*
2. *Parents classified as keyworkers would take second priority*

3. *Any remaining children would then be considered – parents will be offered sessions on any free days should these become available, this will be done on a case-by-case basis.*
4. If you are a parent paying fees, then these fees will be refunded to you.

The preschool staff and committee understand that this will affect some families and will always endeavor to give all children access to preschool where possible.