



CONTINGENCY ARRANGEMENTS POLICY

RATIONALE

Circumstances arise which can lead to the emergency closure of early years centres. Every effort is made to maintain a full service, but on some occasions circumstances arise which lead to disruption. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power or water supplies or any other unforeseen circumstances.

AIM

The aim of Killermont Primary Nursery Class is to ensure that families/carers are kept fully informed of the contingency arrangements.

OUTCOMES

- Staff are provided with guidelines for the emergency closure/evacuation of the centre.
- The care and welfare of all children and staff must at all times be paramount.
- The early years' centre must keep an up to date record of emergency contact details for each child.
- The centre must identify an appropriate venue to be used for the temporary re-location of children and staff in the event of an emergency evacuation (Killermont Parish Church).
- Every effort must be made to notify parents/carers of the emergency arrangements.
- Office staff maintain and take with them, the 'grab bag' containing emergency contact details for the temporary re-location of children and staff in the event of an emergency evacuation;
- The centre must make every effort to advise parents in writing of the reasons for closure and indicate the methods by which they will be further informed.
- The centre must use every means at their disposal (e.g. Killermont website, EDC website, notices in shops, announcements in churches, local radio and the press) to ensure that the community is aware of the up to date situation at the centre.

ROLES AND RESPONSIBILITIES:

East Dunbartonshire Council

- Provide Education Procedure Manuals and Health and Safety Policies

Head of Centre

- Will have the overall responsibility for the care and well being of all children and staff.
- Will liaise with EDC officers regarding appropriate emergency arrangements

Staff

- Staff must be aware and adhere to the centre's contingency guidelines

Parents

- It is the parent/carer's duty to update the centre of any changes to children's records including contact telephone number/s.

RESOURCES

CROSS-REFERENCES:

The Child at the Centre	6.1
National Care Standards	2.1, 2.2, 3.7

In our centre responsibility for implementing this policy is:	
First Draft	Date: 2002/03
Consultation with Early Years Community	Date:
The policy was created on:	Date: 4 October 2004
The policy was reviewed on:	Date: 26.1.17
Due for review on (not more than 3 years):	Date: 2019/20