



6. Contingencies Policy

This policy links to the following Legislation & Key Guidance

- Childcare Act 2006
- Children Act 1989 & 2004
- United Nations Convention on the Rights of the Child 1989
 - Health & Safety at Work Act 1974
 - Public Health (Control of Diseases) Act 1984
- Public Health (Control of Infectious Diseases) Regulations 1988
 - GDPR May 2018
- Statutory Framework for the Early Years Foundation Stage 2021

Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.	Children develop and learn in different ways. The framework covers the education and care of all children in early years' provision, including children with special educational needs and disabilities.

6: Contingency Arrangements

6.1: Closure of Setting

Policy Statement

Sometimes it may be necessary for the Nursery to close. This could be due to problems with the school building such as gas leak or similar, adverse weather, threats to children's safety and/or issues with the Nursery or School. If Primrose Hill Academy (School) is closed then the Nursery will also normally be closed as there will be no access onto the school site.

Procedures

Closure before children arrive

- Information is announced over the local radio in the event that the school is closed, and will be published on the www.gloucestershire.gov.uk/closedschools website
- A member of the school staff will contact the Nursery Manager who will let other staff members know.
- If school is closed then Nursery is closed.
- If the closure is Nursery only then if possible notices will be put up on the Nursery entrance door by the Manager.
- The Nursery website will be updated as soon as possible.
- Nursery Manager will attempt to contact the parents of children attending that day by telephone/text/email message as soon as they know about the closure
- Ongoing closure will be notified on the local radio and/ or through notices displayed at the school

Closure during the day (Fire or similar)

- Staff will follow Fire Drill procedures.
- Children and staff will be removed to a place of safety.
- Staff will contact parent or emergency contact from the mobile phone.
- No child will be left unattended if parents cannot be contacted. (See below)

Closure due to government instructions

Should the Nursery need to close due to instructions from the government e.g. in a pandemic situation:

- Parents will be informed as soon as possible
- If appropriate, arrangements will be made for emergency provision (e.g. for keyworkers' children)
- Government guidelines and advice will be followed with regard to operating or reopening.

6.2: Uncollected child

Policy Statement

In the event that a child is not collected by an authorised adult at the end of their session or day (or when the Nursery has to close in an emergency) then the following procedures will be put into practice. These are to ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Procedures

- Parents are asked to provide specific information on the registration form when their child starts including
 - Home address and telephone no. – if the parent does not have a telephone then an alternative no. must be given, perhaps a neighbour or close relative
 - Place of work, address and telephone no. (if applicable)
 - Mobile telephone no (if applicable)
 - Names, addresses and telephone nos of adults who are authorised by the parents to collect their child from Nursery
 - Who has parental responsibility for the child
 - Information about any person who does not have legal access to the child
- If the parents know that they will not be at home or in their usual place of work, they should inform the Nursery in writing of how they can be contacted
- The Nursery operates an emergency collection procedure if the parents or named contacts are not able to collect the child. A password system is in place for this occurrence
- Where possible if the parents or named persons cannot collect the child then the parents provide written details of who will be collecting the child and how staff can recognise them
- Two members of staff will remain with the child and keep trying the contacts for up to one hour after the setting closes at which point the Nursery will apply the safeguarding procedures
- If a child is not collected then the following will occur
 - All contacts on the child's registration form will be contacted
 - All reasonable attempts are made to contact the child's parents
 - The child does not leave the premises with anyone other than those named on the registration form
 - If no-one collects the child after one hour and there is no-one who can be contacted to collect the child we apply the procedures for uncollected children
- In the unlikely event that no-one can be contacted the Nursery will contact the GSCP and suitable arrangements will be made for the child.
- The child stays in the Nursery under the care of 2 staff members until the child is safely collected either by the parents or a social care worker
- Under no circumstances do staff go to look for the parents
- A full written report of the incident is recorded in the child's file
- Depending on the circumstances Nursery reserves the right to charge parents for the additional hours worked by staff
- Ofsted may be informed

6.3: Missing Child

Policy Statement

Children's safety is paramount at all times on and off Nursery site. Every attempt is made through carrying out the outings and the exit and entrance procedure to ensure the security of children is maintained at all times.

The risk of this occurring is minimised by ensuring that a staff member is on the outside door of the Nursery at the start and end of each session and the Health and Safety Officer will carry out a risk assessment before any trips and will review the risk assessment before embarking on each specific outing.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the play leader is notified
- In the first instance the area would be secured, doors and gates would be checked to ensure there is no breach of security whereby a child could wander out
- The play leader will carry out a thorough search of the building and the outdoor area
- The register is checked to make sure no other child has gone astray
- If the child was not found in the Nursery room or outdoor area, the deputy leader would be sent to notify the school so that the whole school building and grounds are checked.
- The play leader and/or deputy would help search the school buildings and the grounds
- If the child is not found the parents would be contacted and the missing child reported to the police
- The play leader will talk to the staff to find out when and where the child was last seen and records this
- The play leader will contact the Manager and the Chair of Committee and reports the incident
- The Chair with the management committee carries out an investigation and may come to the setting immediately

Child going missing on an outing

- As soon as it is discovered that a child is missing staff ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate area but does not search beyond that
- The play leader and/or manager are notified and the incident is reported
- The play leader contacts the police and reports the child missing
- The play leader contacts the parent and arranges to meet with them at the setting or venue depending on where the outing has taken place
- Staff take the remaining children back to the setting
- In an indoor venue the play leader contacts the venue staff who will handle the search and contact the police if the child is not found
- The play leader contacts the Manager and Chair of committee and reports the incident. The Chair and the management committee will carry out an investigation and may come to the setting immediately
- The play leader may be advised by the police to wait at the venue until they arrive

The investigation

- Staff keep calm and do not let the other children become anxious or worried
- The play leader, Manager and Chair speak with the parents
- The Chair and Manager carry out a full investigation taking written statements from all the staff present in the setting or who were on the outing
- The play leader writes an incident report detailing
 - The date and time of the report
 - What staff/children were in the group and the name of the designated staff member responsible for the missing child
 - When the child was last seen in the group
 - What has taken place in the Nursery/outing since the child went missing
 - The time it was estimated that the child went missing
- A conclusion is drawn about how the breach in security happened
- If the incidents warrant a police investigation then all staff will co-operate fully. In this case the police will carry out the investigation. Children's Social Care may be involved if it seems likely that there is a child protection issue to address
- The incident is reported according to RIDDOR
- In the event of disciplinary action needing to be taken Ofsted is informed
- The insurance provider is informed

Managing people

- This situation will be very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible
- Staff will feel worried about the child especially the key person or designated carer responsible for the child on the outing. They may blame themselves and their stress level will rise the longer the child is missing
- Staff may be the understandable target of parents' anger and they may be afraid. The Manager needs to ensure that staff under investigation are treated fairly and receive support while feeling vulnerable
- When dealing with a distraught parent there should always be 2 members of staff, one of whom should be a manager and the other the Chairperson or their representative. No matter how understandable the parents' anger may be aggression or threats against staff are not tolerated and the police will be called
- The remaining staff need to care for the other children to reassure them and help them not to be too frightened. Care needs to focus on them and not the incident. Questions should be answered honestly but also reassuringly
- Depending on the severity of the outcome staff may need counseling and support. The Chair will use their discretion to decide what action to take
- Staff must not discuss any missing child incident with the press without taking advice

6.4: Supervision of children on outings and visits

Policy Statement

Although the Nursery has its own outdoor area the children will be taken on visits around the local area and on trips further afield to promote and enhance their learning and development. Staff and volunteers in the Nursery will be made aware of and follow the procedures to keep children safe when on outings or visits.

Procedures

- Permission to take children around the local area as a part of children's learning experiences is on the registration form that parents sign when their child starts at Nursery
- The H&S Officer carries out a risk assessment for each venue that the Nursery uses and these are reviewed regularly
- Parents are always asked to sign specific consent forms for major outings
- A risk assessment and if possible a pre-site visit will be carried out before an outing takes place
- The adult:child ratio is higher for outings, normally 1 adult to 2 children depending on the age of the children and the type of venue and how it is to be reached, but a minimum of 2 adults will be required.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes missing and that there is no unauthorised access to the children
- Staff take a mobile phone, 1st Aid kit, emergency contact details any medication required by specific children and tissues as standard. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Where transport is required to take children to venues the Nursery will hire an appropriate vehicle with seatbelts and insurance. Bus/coach drivers must be CRB/DBS checked. Staff or parents transporting children are not permitted unless they have the appropriate insurance.

6.5 Maintaining children's safety and security in Nursery

Policy Statement

We maintain the highest possible security in the Nursery to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- All staff have been checked with the Criminal Records Bureau with an enhanced disclosure
- Adults will not supervise children on their own
- Staff will be deployed in order to meet the needs of all children and ensure their safety.
- Children must usually be within sight and hearing of staff, and always within sight or hearing.
- The H&S Officer carries out risk assessments to ensure children are not made vulnerable within any part of the Nursery or by any activity

Security

- Systems are in place for the safe arrival and departure of children
- A member of staff is always present when the Nursery door is opened at any time
- Children do not leave with someone the staff do not recognise or who is not on the child's registration form, even if the child recognises them, until staff have checked with the parents that it is okay for the child to leave with this person
- Staff, volunteers and visitors arrival and departure times are recorded
- Children are signed in on the register when they arrive and when they leave and the numbers updated
- The Nursery doors are locked at all times when children are on the premises and the gates in the outdoor area are padlocked
- All entrances and exits to the school, except the main gate, are secured between 9.15 am and 2.45 pm approx. The internal security gate is locked at the same time. All drop-offs/collections outside this time will be at the infant door.
- The personal possessions of staff and volunteers are securely stored during sessions, ensuring that no handles, etc., are hanging where they could be reached by children.
- Personal mobile phones and cameras are not allowed to be used during the session or when children are present in the Nursery. This applies to everyone including staff, students, visitors and parents.

6.6: Action in the Event of a Bomb Threat

In the unlikely event of a bomb threat against the Nursery or school, the following procedure should be followed:

- Remain calm and talk to the caller (if by phone)
- Note the caller's number if displayed on your phone
- If you are able, record the call
- Write down the exact wording of the threat
- Note anything you can about the call, language used, accent, gender, background noises, etc.
- If threat is by email or social media, note the address, media used and user id.
- Do not delete or respond.
- Call the Police immediately and follow their advice on whether to close or evacuate.
- Follow Contingency procedures for Closure of Nursery as shown above.

In the event of finding a suspicious package or item:

- Note as many details as possible, size, shape, any writing, position.
- Evacuate Nursery (see Contingency procedures for Closure of Nursery above)
- Inform the school
- Phone the Police and give them as many details as possible.
- Wait for help to arrive.