



Play in Dore

Contingency plan

The following plan is for all staff to follow in case any unexpected incidents occur:

*Were all checks marked off on the previous nights checklist?
(Risk assessment)

*Is the room safe for children to be in?

*If not please do the following:

1. Contact Niala Haq (Manager/Owner) 07592112520
Dean (Caretaker) 07449541997/01142360389 After school

to inform them of the scenario.

2. Make the room completely out of bounds -using signage.
3. Go through the contact list based in the main office contacting the relevant maintenance source i.e. plumber for flood etc.
4. Start contacting all the children that will be attending that session, explaining to the parents what the scenario is- requesting that they be collected.
5. If children have already started to attend or the incident takes place during the day please repeat the above steps.
6. The children need to be taken across the road to the 'Top Car Park' of the Methodist church as a meeting point (should the room be out of bounds) - Double the staff to children ratio whilst taking the children out of the building- allow the management to contact all relevant people.
7. The Top Car Park will be the collection point for the children.

This contingency policy runs in conjunction with the Safeguarding policy, Working together to Safeguard children defines Safeguarding and promoting the welfare of the child.

Please refer to the Safeguarding policy for any additional information.

All staff at Play in Dore comply with the standards of the 1998 Data protection Act.

This policy was adopted by: Play in Dore	Date: January 2015
To be reviewed: Jan 2016	Signed: Niala Haq

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]*