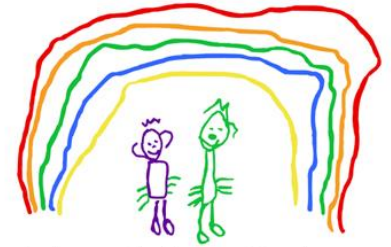


Emergency Contingency Plans



Magdalen Gates
Preschool

Magdalen Gates Preschool believes it is sensible to have plans in place for certain events that may happen in the future.

❖ Staffing

In the event that staff are absent from work reducing our ratio of staff : children, we will call on our list of emergency cover staff - list in office. Cover staff are all DBS checked. We aim to work with at least 1 adult above the required ratio (for example, 24 children : 4 adults, 26 children : 5 adults)

❖ Weather

We follow the decision of the Head Teacher at Magdalen Gates Primary School. We close if the school closes due to bad weather such as snow. In this case, the closure will be announced on the Norfolk County School Closures website. In certain circumstances it may be necessary to close our Preschool even if Magdalen Gates Primary School is open. In this case, we will contact all parents affected by phone or text message. We will also put a notice on the front page of our website detailing the closure and the reasons.

❖ Premises

We work with the Head Teacher of Magdalen Gates Primary School and the landlords Norfolk Property Services and make a decision together in an event such as a burst pipe or heating failure. We close if the school closes for such a reason.

❖ Illness

We follow government guidelines on infectious diseases which are displayed on our wall. We contact Ofsted if necessary, and the local Health Authority if necessary.

❖ First Aiders

All staff and the committee chair are first aid trained

- ❖ Safeguarding Lead Practitioner is Paula Watts, Deputy Safeguarding Lead Practitioners are listed on the safeguarding board in the cloakroom. Committee Safeguarding Officer is Nicky Hudson. However, all other staff are safeguarding trained so that the Preschool is never without a staff member qualified in safeguarding children.

Policy Updated January 2017