



## Little Blossoms Preschool



### **Policy for Emergencies**

Drafted by: A Carr

Date approved by CEO: January 2021

Responsible person: A Carr

Scheduled review date: January 2022

At Little Blossoms we realise that things can happen in the everyday running that is out of our control. We will try to deal with these emergencies quickly and efficiently without any major upset to the children in attendance.

#### **Staff shortage**

In the Playgroup there is always an extra member of staff, so they are usually covered if one staff member is off. If more than one staff member is off at the same time a member of the management committee or one of our Access NI checked volunteers will be called for to provide cover that day.

#### **Staff injuries**

If any member of staff is injured in the work place at any time of the day the nature of the injury will be assessed and whatever treatment is necessary will be provided. If the staff member has to go to the hospital it will be decided if the room is fully covered and if not a member of the management committee will provide cover.

#### **Staff training**

Staff can apply for training as and when it becomes available, it will be discussed with the manager if there will be enough staff to assist in the Playgroup room that day or if anyone would be available to cover if necessary. If the training is in the evening time staff are more than welcome to apply for the training and will be given back the time in lieu.

#### **Severe weather conditions**

In the event of severe weather conditions, e.g. heavy snow, the manager will make a decision as to whether the Playgroup should close. Staff will contact all parents to ask them to collect their child and explain why this is necessary. The next day if the conditions are still the same all parents should telephone Little Blossoms before 9am to check if the Playgroup is open that day before setting off from home.

If the staff are sent home early due to bad weather conditions the staff will owe the hours back if they have already been paid.



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## Links with other policies:

This policy is relevant to a number of other policies and should be read alongside them:

- Child Protection Policy
- Use of Images of Children Policy
- Confidentiality Policy
- Disciplinary Policy.

## Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Blossoms management team.

Signed:

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(On behalf of the management team)

Signed:

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(By the manager)

Date:

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Reviewed on:

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....