Contingency Plan

Town Street Playgroup is committed to the welfare of its children and to keeping them safe so in the event of unforeseen circumstances will follow these arrangements:

Coronavirus/Pandemic Flu/Infectious Illness

This is covered in the Coronavirus/Pandemic Flu/Infectious Illness Policy.

Staff Absence

If a member of staff is unable to work because of illness or personal circumstances, the Leader will organise cover from another staff member not working that day to maintain the required ratios.

If this is not possible, the Leader will re-organise the setting (close areas of provision, adapt activities) to maintain adequate supervision.

If more than one member of staff is absent, and if adequate supervision cannot be provided and the safety of the children would be compromised, the Leader will decide to close Playgroup.

Parents will be informed by telephone or text message if possible, or as they arrive at the setting.

Parents will not be charged for the session in these circumstances.

Heating, Water, Power Failure

If problems with services to the building are discovered before the session, the Leader will decide whether the welfare of the children and staff would be compromised ( e.g. too cold, no toilet facilities). If the leader feels it is possible to make emergency provision ( e.g. hot water from water boiler), this will be organised.

If not, the leader will decide to close the Playgroup. Parents will be informed by telephone or text message if possible, or as they arrive at the setting.

Parents will not be charged for the session in these circumstances.

Should the problem occur during the session and the safety and welfare of the children and staff compromised, the Leader will decide to finish the session early and will contact parents to collect children as soon as possible.

Should the problems with services not be resolved within 48 hours, the Leader will contact Early Years Services for advice.

Emergency Evacuation of Building

In the event of having to leave the building and not being able to return, the Emergency Evacuation Procedure will be followed.

September 2025