



Emergency Plan for Polesden Lacey Playschool

The Polesden Lacey Playschool will follow the procedure of the Polesden Lacey Infant School as laid out in their Emergency Plan.

The Chair or one Playschool Leader will make the decision that Playschool will close due to one or more of the following reasons:

- Government advice
- Too many staff off sick or unavailable for work
- School closure (The classroom not available)

In the event of Playschool closing, it will be the responsibility of the Chair and Playschool Leaders to inform the parents and staff. This will be done via phone or ParentMail. Parents and staff will be kept informed in the event of long term closure using the same method plus updates on the website.

Up to date contact details for the children can be found with the Playschool Leaders and the Admissions Officer.

Up to date staff contact details can be found with the Playschool Leaders, the Chair and the committee member responsible for personnel.

If Playschool can re-open with a reduced staff team, priority will be given to children whose parents are key workers (doctors, nurses, police, teachers etc). An up to date emergency list of Playschool helpers is kept with Leaders to help with any staff shortage. Playschool will only open if at least one qualified member of staff is present.

In the event of a flu pandemic, Playschool will:

- Tighten hygiene measures to reduce risk of infection
- Ensure that staff showing any signs of infection go home
- Ensure that children showing signs of infection are collected as soon as possible*
- Provide any information requested by the Local Authority (e.g. absence rates)

*If a child falls ill during the session, he/she will be kept apart from the other children until a parent/carer comes and collects them. If ratios allow, a first aid trained member of staff will stay with that child on the easy chairs at the front of the school while they wait for collection.

If Playschool does close for a period of a week or more, any fees will be refunded and billed again when Playschool re-opens.



Unaffected staff will be paid for the hours they should be working if Playschool closes due to Local Authority guidelines. If the school is still open, staff will be expected to come in if admin and clean up jobs are still to be finished. (The grant will still be paid if closure is compulsory)

Staff who are off sick will not be paid and should not return to work until they are in full health. Staff who cannot work because a family member is ill will not be paid.

Staff will be required to keep in contact with a Playschool Leader or the Chair on a weekly basis regarding their ability to return to work. If Playschool closes due to other unforeseen circumstances and the grant is not affected, staff will be paid as normal.

Staff who may have existing medical conditions will not be expected to attend work if they feel that they should not be in contact with the public.

If both Playschool Leaders and the Chair are ill, Deputies will take the supervisory role. Playschool will close if appropriate staff are not available.

If the Playschool needs to close in an emergency in the middle of the day, senior members of staff will be responsible for contacting the parents and carers of the children still on the premises. They will also inform the Early Years Educational Effectiveness Team.

At least one member of staff has attended bereavement training to support staff, children and parents in the event of a loss.

The Early Years Educational Effectiveness Team can be contacted by email:
earlyyearsadvisors@surreycc.gov.uk

For further information, [visit their website](#).

School keys are kept with the school caretaker and the school bursar.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 27th April 2009 and signed by Natasha Holden on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
26 th January 2010	Hayley Hamilton
14 th January 2013	Nichola Hooper, Chair of the Committee
10 th November 2014	Alison Harding, Chair of the Committee
18 th April 2016	Natasha Matthews, Chair of the Committee
26 th February 2018	Natasha Matthews, Chair of the Committee
18 th November 2019	Natasha Matthews, Chair of the Committee
23 rd February 2022	Ellie Pragnell, Chair of the Committee