

# GENERAL CONTINGENCY PLANS

## 1. In the event of staff illness

## 2. In the event of closing mid-session

Date reviewed.....13<sup>th</sup> October 2014.

Signed.....

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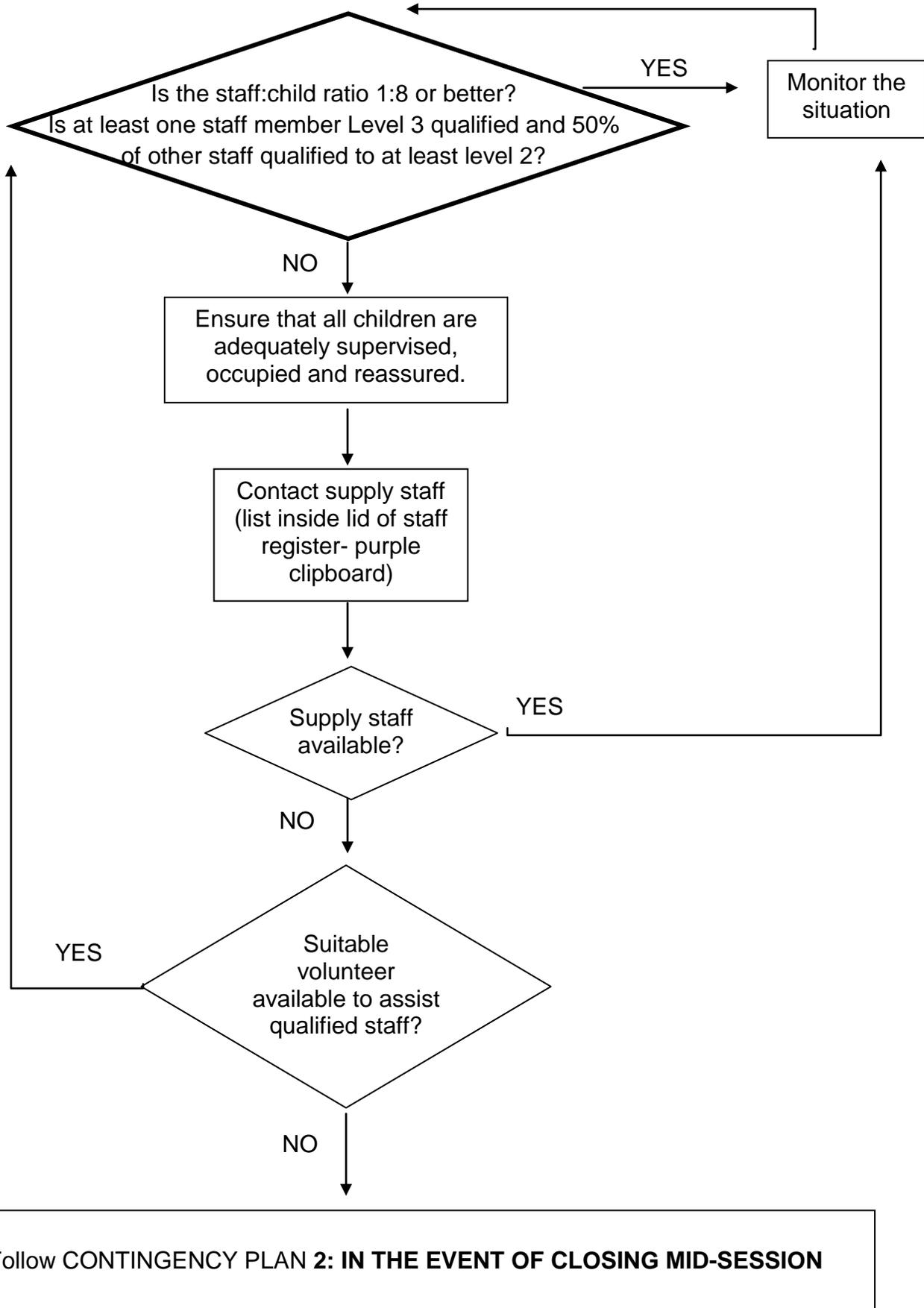
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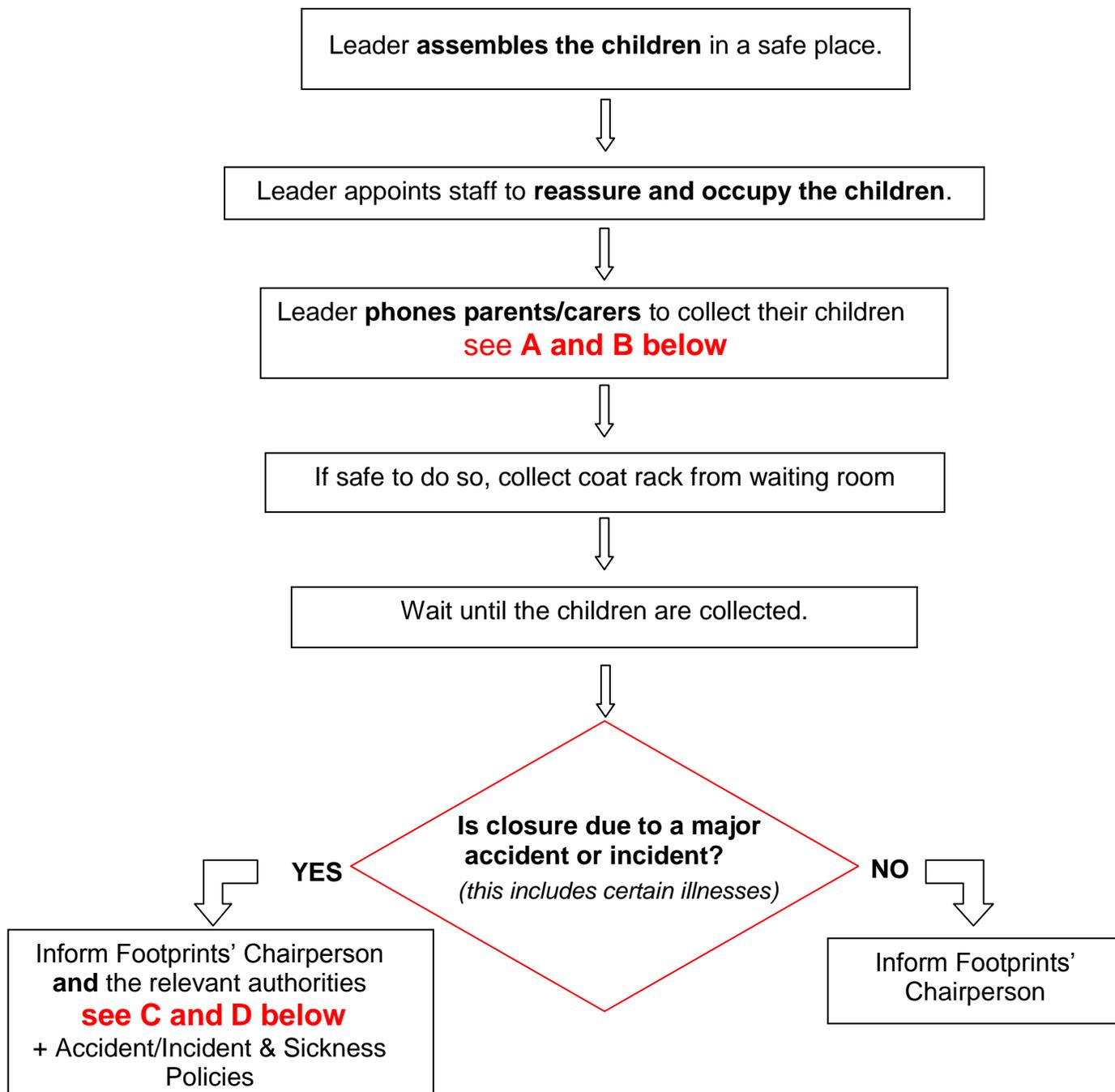
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**SEE ALSO:** ACCIDENT & INCIDENT POLICY; CHILD SICKNESS POLICY; FIRE/EMERGENCY EVACUATION PROCEDURE; EYFS STATUTORY GUIDANCE (for adult:child ratios).

# 1: IN THE EVENT OF STAFF ILLNESS



## 2. IN THE EVENT OF CLOSING MID-SESSION



**A** Attendance registers are attached to clipboards on main wooden table:–  
Blue clipboard = children's contact details; Purple = staff details + visitor register.

**B** Mobile phone in orange pocket inside mobile phone box behind snack bar.

**C** Chairperson's contact details are inside lid of purple staff clipboard.

**D** Ofsted: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

The Health and Safety Executive (RIDDOR): [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

Public Health England - Local Health Protection Team: Tel: 0300 3038162 (Option 2)