

Contingency Policy/Procedure

Evacuation:

In the event of fire, flood or any other emergency requiring evacuation, all children will be escorted to the Community Centre, which is located on the recreation field adjacent to The Ark. The Manager or, in her absence, the Deputy Manager, will take with the register, parent/guardian contact list and The Ark mobile phone. On arrival at the Community Centre all children will be checked off against the register, and parents/carers contacted by telephone to arrange for them to collect their children as soon as possible. If the premises continue to be unusable, The Ark will endeavour to provide childcare in temporary premises for working parents.

Major Staff Absences:

In the event of major staff absences, e.g. due to a sickness epidemic, the Manager, or, in her absence, the deputy Manager, will call on other members of staff not normally working at that particular time, to stand in. If this does not produce enough staff to operate normally, children will be turned away on arrival, unless sufficient parents/carers volunteer to stay and help. If several staff fall sick, or are otherwise forced to leave during the course of a day, parents/carers will be contacted by telephone to arrange to collect their children as soon as possible.

Extreme Weather/Loss of Utilities/Fire/Flood:

The Ark will close in line with St. Nicholas School. If The Ark is unable to open due to extreme weather or any other reasons, an announcement regarding closure will be made on local radio stations Heart FM and Wessex FM. At least one member of staff will endeavour to remain on the premises until all parents of children due to attend that day have been contacted or met in order to advise them not to attend. Parents will not be charged if The Ark closes. If staff cannot get to work on time, or at all, or choose to leave early, due to adverse weather conditions then: Staff must take the time as unpaid leave, or, if preferred, as annual leave, or time must be made up later, in agreement with the Manager. If the closure is due to loss of utilities, fire or flood, then The Ark's insurance policy will cover any loss of income. Therefore staff will be paid as normal and would be expected to stay away from the premises.