

Linton Granta Playgroup

Exceptional Circumstances and Critical Incident Plan

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as: accidental damage or vandalism to the setting making it unfit for purpose; failure in supply of services (water, sewerage, electricity and gas), gas heaters failing safety testing or causing concern; closure of the Linton Village College site by it's governing body or Cambridgeshire County Council; advice from Health Officials or other agencies; inadequate practitioner :child ratio due to illness.

Other circumstances may also include extreme or adverse weather conditions such as snow, flood or storm.

Linton Granta Playgroup will not open in breach of its tenancy agreement with Linton Village College or its registration with OfSTED.

A critical incident is defined as: a fatal or serious incident or accident involving a child, practitioner or any other person in the setting; evacuation due to fire, threat of terrorism or intrusion; damage or threat of damage to the building making it unfit for purpose.

We must meet the following criteria:

- The requirements of Ofsted and our insurers
- The number of children expected in
- The number of appropriately qualified staff available
- The age and specific need of each child expected in
- Our ability to safe guard the children in our care in the event of a critical incident
- The physical environment of our setting (risk assessment)
- The advice of other professionals, Government Agencies or the County Council.

Unexpected closure before a session:

On discovering that a scheduled session is not able to run, the following procedure will start:

1. The first member of staff or committee will inform the duty manager and chair of the committee (chair). If needed the emergency services may also be contacted.
2. The duty manager will contact the deputy if necessary. The deputy will go to (or stay at) the site **if safe to do so** to advise any families that arrive and to display the "Unexpected closure" poster on the front door.
3. The manager will contact the chair, deputy chair and admissions officer.
4. The chair is responsible for contacting all staff members, and informing OfSTED and the insurance company. The emergency services may also be contacted if needed.
5. The deputy chair will contact service providers and site manager, arranging any repairs or maintenance as necessary
6. The leader and admissions officer will begin to telephone families.
7. After the event has been resolved any interested parties such as parents, practitioners, committee member, the insurance company, OfSTED , RIDDOR and Linton Village will be informed in writing of the event by the chair and supervising practitioner, ideally within 48 hours. A written report will be kept in the Incidents folder.

Closure during a session:

If necessary, children will be evacuated to a place of safety as per evacuation plan. The procedure for unexpected closure before a session then applies from point 1. Parents will be telephoned and told to collect their children from an agreed location as soon as practicable.

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date) 04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc..)

To be reviewed on (date) By Dec 08