

This policy will give guidance for nippers to deal with unforeseen circumstances. The safety of the children & staff will be the priority in any situation.

Water – Access to running water is required at all times.

- Inform the manager of the situation.
- Check the water system. If the fault is ours & cannot be rectified by us, call a plumber. The plumber must attend that day.
- If the fault is that of Yorkshire Water Authority, REPORT IMMEDIATELY and explain the circumstances and the need for water to be supplied.
- Use the gel hand - wash with the staff & children to maintain personal hygiene.
- If all else fails, the manager will contact each parent for collection of their child & explain the circumstances.
- Report it to OFSTED re - closure of the building. Report by phone call, confirm by email & keep a paper copy.

Heating system - The temperature of the rooms/play areas should not fall below 13 degrees Celsius/60 degrees Fahrenheit or rise above 25 degrees Celsius / 75 degrees Fahrenheit.

- Report it to the manager.
- If the control system is faulty & the temperature of the rooms cannot be rectified, call the engineer. The engineer must attend that day.
- If the fault is that of the gas/electric company, REPORT IMMEDIATELY and explain the circumstances and the need for gas/electric to be supplied.
- If all else fails, the manager will contact each parent for collection of their child & explain the circumstances.
- Report it to OFSTED re - closure of the building. Report by phone call, confirm by email & keep a paper copy.

Staff Absence – Correct ratios must be applied at all times of the day: Refer to the Statutory Framework for The Early Years Foundation Stage

- Report to the manager.
- If the adult/child ratio is incorrect, due to staff illness, call the part time staff to work extra hours. Ask a parent/s to stay until covering staff arrive.
- If there is no covering staff available, the manager will contact each parent for collection of their child & explain the circumstances.
- Report it to OFSTED re - closure of the building. Report by phone call, confirm by email & keep a paper copy.

Fire - Fire procedures must be followed & the chief fire officer will make the decision of when you can re – enter the building.

- Use the evacuation bag contents whilst at the fire assembly point.
- Re - assure the children & remain diligent at all times.
- Using the emergency contact numbers, the manager will contact each parent for collection of their child & explain the circumstances.

Any other situation

- Report to the manager.
- The first priority is that of the children & staff. Remove or isolate the hazard.

Reviewed: June 25 – K. Addyman

Review January 26