

Little Acorns Contingency Plan

Issue/Action	Solutions	By who	Who to inform
1) Suspected case of COVID-19/other infectious disease	<ul style="list-style-type: none"> • Person who displays symptoms should take a LFT/PCR (if COVID 19) and follow government guidelines • Keep child at home until they see a medical professional or are no longer displaying symptoms • Nursery does not have to close. Manager to inform public health for advice. • Nursery to maintain cleaning and handwashing. 	Staff Children Parents	Parents Staff Manager
2) Confirmed case of COVID-19/infectious disease	<ul style="list-style-type: none"> • Person to follow government guidelines. • Person to stay at home until well again • Public Health department will inform the setting or the setting will inform the department, and advice will be given on the appropriate next step as this depends on many different factors. 	Health protection agency Manager Staff Parents	Public Health department Parents Staff Manager
3) Room temporarily closing by health protection agency	<p>If the event we must close a room due to infectious disease</p> <ul style="list-style-type: none"> -children will be moved to another room -emergency ratios put into place -parents will be requested to keep their children off they do not need to attend -all additional staff will deep clean the room 	Staff Parents Manager	Staff Parents Manager
4) Shortage of cleaning products	<ul style="list-style-type: none"> • Should cleaning products be in short supply management will try to track down resources from other companies. • If such products cannot be located then the setting will contact the health protection agency for advice. 	Manager	Health protection agency
5) Shortage of food	Should stock levels of food decline to the point the setting can no longer produce enough food to feed the volume of children in the setting then parents will be asked to provide packed lunches.	Staff Parents Manager	

6) Shortage of daily essentials (toilet roll, handwash, paper towels)	Should the setting run low on stock the management will try and track down resources from other companies. If the setting is unsuccessful then parents will be asked to provide their child with the appropriate stock for their individual use.	Staff Parents Manager	Staff Parents Manager
7) shortage in staffing levels	If the setting is facing high volumes of staff shortages then the nursery will need to implement one or more of the following to ensure we can operate at a more flexible level. -children may be moved into other rooms to maintain ratios -reduce opening hours/days/sessions -firstly, funded children of non-working parents will not be allowed to attend until staff numbers increase -If this is still not sustainable then parents who are not on a front-line job will not be able to attend (Front line jobs such as NHS workers, police, teachers)	Staff Parents Manager	Staff Parents Manager
8) Government forced closure	If the government force the setting to close due to an unforeseeable event, staff and parents will be informed asap. Parents will be informed by either Facebook, App, telephone, email, call or face to face. staff will be kept up to date via our nursery WhatsApp group, and or telephone. Parents will be kept up to date via Facebook, App and or email. All parents are to complete an up-to-date form for their contact details. All staff must complete a contact form so the manager can contact them during the closure.	Staff Parents Manager	Staff Parents Manager
10) forced closure by setting	Should the setting need to close with immediate effect (fire, gas leak etc) then the following will take place Staff will evacuate children to the nearest fire point. Once safe to do so staff will reenter the building with the children and take them back to their rooms. If unsafe to do so, then the children will be evacuated to either Hall Road Academy or the church Hall. Parent's will be contacted asap via telephone to collect their child.	Staff Manager	Parents Local Authority OFSTED

Policies that support this contingency plan are:

- Medication policy

- Adverse weather conditions
- COVID response

Last reviewed 05.01.21