



# Play in Ltd

## Contingency Plan

The following plan is for all staff to follow in case any unexpected incidents occur:

- Were all checks marked off on the previous nights checklist?  
(Risk assessment)

- Is the room safe for children to be in?

- If not please do the following:

1. Contact: Niala Haq (Manager/Owner): 07592112520 (Holiday Club)  
Other Manager of Holiday Club which will be stored at your club  
Dean (Caretaker): 07449541997/0114 2360389 (After school Club)

to inform them of the scenario.

2. Make the room completely out of bounds (using signage where necessary).

3. Go through the contact list based in the main office contacting the relevant maintenance source i.e. plumber for flood etc.

4. Start contacting all the children that will be attending that session, explaining to the parents what the scenario is-requesting that they be collected.

5. If children have already started to attend or the incident takes place during the day please repeat the above steps.

6. For After School Club, the children need to be taken across the road to the 'Top Car Park' of the Methodist church as a meeting point (should the room be out of bounds). Use relevant Fire Meeting Points for Holiday Clubs. Double the staff to children ratio whilst taking the children out of the building-allow the management to contact all relevant people.

7. The Top Car Park will be the collection point for the children. (Or alternative Fire Meeting Point at Holiday Club)

This contingency policy runs in conjunction with the **Safeguarding Policy**, working together to Safeguard children.

Please refer to the **Safeguarding Policy** for any additional information.

All staff at Play in Ltd comply with the standards of the 2018 Data protection Act.

This policy was adopted by: Play in Ltd	Date: Jan 2020
To be reviewed: Jan 2021	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76]. Working Together to Safeguard Children 2018.*