

## The Ark

### 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, her deputy, will take with her 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/guardians 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, eg. due to a sickness epidemic, the Manager, or, in her absence, her deputy, will first call on other members of staff not normally working at that particular time, to stand in.

Secondly, the Staff Bank operated by Dorset SureStart will be contacted for suitable persons to be employed at short notice.

If neither of the above produces enough staff to operate normally, children will be turned away on arrival, unless sufficient parents/guardians volunteer to stay and help.

If several staff fall sick, or are otherwise forced to leave during the course of a day, parents/guardians will be contacted by telephone to arrange to collect their children as soon as possible.

#### Closure due to Extreme Weather/Loss of Utilities/Fire/Flood

If The Ark is unable to open, an announcement regarding closure will be made on local radio stations 2CR and Orchard FM. At least one member of staff will 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. If St. Nicholas School is closed due to extreme weather, then The Ark will also close.

Parents will not be charged if The Ark closes.

If the closure is due to adverse weather conditions then:

Staff who attend to carry out any duties possible without the presence of the children, will be paid.

Staff who do not attend must take the time as annual leave, or unpaid leave if all annual leave has been taken; or time must be made up later, in agreement with the Manager.

If the closure is part way through their working day and staff then go home, they will be paid for their full working day.

The above applies for up to two weeks, after which time no wages will be paid.

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.