

Contingency Plan/Business Continuity Plan

Positional Statement

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The purpose of this Contingency Plan/Business Continuity Plan is to safeguard the safety and wellbeing of service users in the event of a sudden closure of the KingsWellies Nursery.

In the event of sudden closure, the following steps would be undertaken as a matter of priority:

1. All parents / carers informed immediately – telephone calls made as necessary.
2. Closure information to be posted on nursery website, Facebook and Instagram immediately
3. A designated Parent Helpline to be set up.
4. All staff informed immediately – face to face contact.
5. All stakeholders and partners to be informed immediately – telephone and email
6. Care Inspectorate and Aberdeen City Council informed immediately – telephone, email and e-forms (notifications).
7. Children retained in KingsWellies Nursery for as long as possible prior to closure, in order to ensure a smooth transition period to their next child care setting.
8. Nursery Director to make direct contact with other nurseries in local area in order to ascertain spaces and to provide alternative provision for KingsWellies children.
9. Nursery Director to contact local schools / Aberdeenshire and Aberdeen City Councils to ascertain spaces for children in 3 – 5 age range.
10. KingsWellies staff to be re-distributed to other nurseries (where appropriate) in order to ensure continuity of staff and stability for children.
11. Nursery Director to work in partnership with Care Inspectorate to support other partner providers to extend provision if possible. Additional staffing, resources and equipment to be provided by KingsWellies Nursery in order to support alternative childcare provisions for all children.
12. Nursery Director to fully support parents to ensure appropriate information on alternative education options for all children is available and accurate (as appropriate).
13. Staff to work from home (where appropriate).
14. In the event of staff short falls due to illness, bank/supply staff will be utilised where appropriate and able. The nursery capacity may be reduced. We must consider how this affects the number of children that can be safely provided for in the setting. We will assess what capacity is available and advise parents immediately.
15. Physical Capacity – The physical capacity of the nursery may be affected by public health measures, including the need to work in small cohorts, minimise contact between groups as far as is possible, ensure physical distancing for adults, and ensure enhanced hygiene practices. Providers should review the layout of nursery and consider how many children can be accommodated safely at any one time while meeting these requirements. This may be below the normal Care Inspectorate registered capacity of the setting based on current floor space requirements, after circulation space, distance between groups and access to toilets and sinks has been accommodated.
16. Staffed Capacity – The staffing requirements to support a given number of children may be affected by public health measures, or staff illness. Working in cohorts may affect staffing requirements to ensure groups remain separate, to accompany children to the toilet, to cover

breaks, holidays or absence. Staff may also need to clean play equipment etc. on a more regular basis as well as monitoring and supporting children's hygiene practices. Potential absence and reduced staff availability due to, for example self-isolation, may also affect capacity to deliver services. Consideration should be given to the impact on vulnerable staff in line with published guidance. Providers should review staffing models and consider how many children can be safely accommodated throughout the day, it may be that this will be below the physical capacity of the setting.

17. Financial Impact – We recognise that any reduction in capacity may affect the cost of delivery of services per child. If the number of children that can be accommodated in the nursery, or within a given staffing model, is reduced, there may be an increase in the cost per hour of childcare. Opportunities for generating income from the sale of childcare hours will also be reduced. The extent of this impact will vary from setting to setting, and will be closely linked to any change in operating capacity. There may also be additional costs, both capital and revenue, relating to implementation of public health measures for cleaning and hygiene requirements. These cost increases may apply throughout the period where these public health measures are in place.
18. Allocation of places – If capacity is reduced, careful consideration must be given to the allocation of places within the nursery. Before making offers to parents, providers should consider the capacity within the nursery, and ensure that there is a clear and transparent approach to how allocations will be made. Where capacity is limited, providers should ensure that the following three groups have priority to access to that capacity:
 - a. Children who may be provided with access to daycare services under section 2 of the Children (Scotland) Act 1995
 - b. Children eligible for the funded entitlement of 600 hours of ELC i.e. eligible 2 year olds and all 3 and 4 year olds
 - c. Key worker families requiring critical childcare
19. Staff welfare and their protection from harm, will be at the core of our Business Continuity Plan.
20. Child and stakeholder welfare and their protection from harm, will be at the core of our Business Continuity Plan.
21. If KingsWellies Nursery has to close due to no fault of their own e.g. due to COVID-19 or infectious diseases, then parents may be asked to pay a percentage retainer fee to secure their space.