**Contingency Policy**

**Related policies and guidance:**

Out to Play, 5.11 - Adverse weather and contingency planning; Accident and Incident Policy; Medical Care Policy.

“You should not shy away from being outside in most weather conditions but there are times when changes are needed.”

You need to:

* Have a good understanding of when it is necessary to move to an alternative site.
* Have a contingency plan (or plans).
* Ensure the alternative venue meets requirements for a quality experience.
* Consider how the venue will be accessed and how parents will be informed.
* Asses feasibility of moving midway through session.
* Asses what conditions are likely to cause need for relocation and set own parameters. Bear oil mind not all weather reports are accurate, so you may need to experiment until you find the one thats best for your location.

**Background**

The setting location is on the Northern side of Lochbroom. It is most exposed on its Eastern edge, where wind gets into the trees from the East. Due to the shape of the loch winds can either funnel from the East when forecast as Easterly and South Easterly. Winds can funnel from the West when forecast as Northerly and Westerly. The shift in direction can be unpredictable in certain winds. Generally winds coming from the East are accurate to the forecast. Generally winds from the West are lower than forecast. This is due to the protection provided first by Corry Point and then by the woodlands themselves. The Eastern edge has no such protection.

The forest is mature spruce plantation. This type of tree is fairly robust and does not tend to snap in high winds. Broadleaves are very unpredictable in high winds and limbs can fairly easily and regularly snap off. Spruce and Douglas will usually lift its root plate rather than snap. This poses less risk and there is usually time to spot the lifting before it actually happens. As this is a plantation the trees are stocked close together so there are usually other trees around which could catch a single falling tree, resulting in a hang up. The branches can be knocked off in high winds but these are not large enough to pierce any roof structures on the site. Therefore the site is able to operate safely in relatively high winds compared to a comparable site stocked with broadleaves.

**Weather Warnings**

If Transport Scotland issue a warning advising against travel then you must repose the safety of staff and children by closing.

**When?**

Weather forecasts are checked regularly ahead of time - XCWeather and Windy app - but final decisions will be taken the day before any weather out with perceived safe parameters. Location checked is Ullapool.

When winds are forecast over 50mph then an alternative venue will be used.

When forecasts are below 50mph then the site will be checked by the Manager and site owner on the morning of operation to risk assess. The outcome of this will then be communicated to the staff and then the parents if there is need for a venue change.

**Contingency Venue 1**

The Ceilidh Place Clubhouse, West Lane, Ullapool. \*\*\*\* add geolocation \*\*\*\*

The Clubhouse has ample off street parking for drop off and pick up. The room is a large commercial venue with relevant health and safety requirements for public buildings. The large room opens on to an enclosed courtyard. Toilets are accessed through a corridor. There is a small bar area through a door, with a sink, dishwasher and counter top. The space can be lit and heated in winter. Hot lunches can be provided by the Ceilidh Place or a cold lunch can be prepared by nursery staff. The space is large enough to set up activity areas.

**Communication**

* Decisions to use the alternative location will be made the day before the extreme weather is due.
* Parents will be informed of venue change by email the day before.
* All relevant staff will be informed by email the day before.
* Staff may be consulted if the situation allows but the overall decision will lie with the Manager or from time to time an individual deemed to be more experienced, such as board member or site owner.
* In the case of a morning assessment resulting in an emergency change of venue then parents will be informed by email and text message or call.
* In the case of a closure during the session then parents will be informed by text message first and followed up with a phone call if no reply.
* All messages should be worded to requests a reply so staff know if the message has been received.

**How?**

When a decision is made to use the an alternative venue the following steps should be followed. This will be done by the manager during the day and then by other staff at the end of the nursery day as allows.

* Pack 4 activity boxes for the day. Tools, rope and wood; art supplies; book box; toys
* Pack a bag with blankets, sleeping bags and cushions. Fabrics.
* Pack play mats
* Pack snack prep equipment and wooden bowls.
* Pack nappy changing equipment, PPE and cleaning equipment.
* Pack first aid kits, lights, laptop and phone.
* Pack emergency contacts sheet, medical forms and policies.

Additional items and considerations if time allows

* more soft furnishings.
* more loose parts, logs, branches etc.
* flowers and potted plants

Boxes can be prepared ahead of time with items from the New Broom charity shop or other second hand shops and donations. These can be stored in the nursery office.

**Recording**

A record of steps taken should be kept for nursery records and any reporting needs. All usual policies should be followed as closely as allows, including incident reporting and recording, accident and incident policy and child protection policy. The Manager should join the team at the venue if possible and work from the venue. There is wifi at the venue. It may be required to report the change of venue to the Highland Council \*\*\*\* check with Tracy \*\*\*\*

**Verified:**

M.Planterose

Manager

On behalf of the board of Kinder Croft CIC

On: 29/09/2022

Date of review: 29/09/2023