

Contingency Policy

Should an emergency arise such as Fire or staff to children ratios not being met, we have made arrangements for the children, staff, visitors and volunteers to be taken to Waterloo Primary School/Plaza Cinema until arrangements can be made for the children to be collected by their parents or another emergency contact. (As indicated by parents on their registration form) They will be asked to report to the School reception/plaza main entrance

It is important that the designated senior member of staff removes the register, as they leave the building.

This policy is shared with parents during their initial induction. Parents are informed that they will be asked to report to the school reception /plaza main entrance on arrival.

Dated: 29/10/2009

Review Date: 01/11/2010