



Emergency Procedure Policy

Our **Playgroup Emergency Procedure Policy** outlines what we will do if the manager is unexpectedly absent for a longer period of time and if the hall is unexpectedly unavailable for a period of time.

Manager Absence

If the manager is unexpectedly absent for a longer period of time, Gemma Beaumont will fill in as Acting Manager. They will be supported by the committee during the manager's absence.

Premises Contingency Plan

If the hall becomes unexpectedly unavailable, the committee have organised the temporary use of Culsalmond Hall. All parents will be notified by the committee of the change and when the playgroup will start in the new hall and if possible for how long this will take.

The committee and manager need to notify the Care Inspectorate of this change and for how long this will be for. Early Years Scotland also need to be informed so that they can update the insurance. If the hall is only going to be closed for a short period of time then EYS will make a note of the new address on the file. If it is going to be closed for a longer period of time then EYS will change the address on the insurance. As soon as the playgroup is able to return to St Lawrence Hall then the committee and manager need to notify the Care Inspectorate and EYS of the change back.