



## Staff Contingency Plan

Date: 07/05/2021

Review Date: 07/05/2022 (or when required)

- On a full day (18 children) there must be a minimum of 3 staff at Pippins to ensure safe child to adult ratios;
- We encourage staff to inform us the evening before or by 7:30am that morning if they are not able to work due to illness or other absence to allow us sufficient time to find cover;
- Sick leave is monitored and action is taken where necessary in accordance with contracts of employment and our Staff Sickness Policy;
- Cover is organised in advance if staff are attending training;
- Training may need to be cancelled if we cannot find cover or a staff member calls in sick;
- Staff who wish to take an unpaid days leave must first check with management and then find their own cover;
- In a worst case scenario, in the absence of both the manager and the deputy we may have to close the setting (this will be avoided);
- We have contingency plans to cover unexpected staff absences as follows:
  - If there are still at least 3 staff members then it is fine to remain as we are;
  - We call other staff who do not work that day to ask if they can cover;
  - We call cover staff;
  - We call an agency **JBD Recruitment – 07730 353341/0208 3136577**
  - We ask parents to help;
  - We may need to ask some parents to swap their child's day to allow for safe ratios.

|           | <b>Monday</b>  | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b>  |
|-----------|----------------|----------------|------------------|-----------------|----------------|
| <b>AM</b> | Julie – L7     | Julie – L7     | Julie – L7       | Nicola – L5     | Julie – L7     |
|           | Nicola – L5    | Nicola – L5    | Nicola – L5      | Vicky – L3      | Nicola – L5    |
|           | Rachel – L2    | Vicky - L3     | Rachel – L2      | Rachel – L2     | Rachel – L2    |
|           | Sara - Trainee | Rachel – L2    | Donna            | Sara - Trainee  | Sara - Trainee |
|           |                | Donna          |                  |                 |                |
| <b>PM</b> | Julie – L7     | Julie – L7     | Julie – L7       | Nicola – L5     | Julie – L7     |
|           | Nicola – L5    | Nicola – L5    | Nicola – L5      | Vicky – L3      | Nicola – L5    |
|           | Rachel – L2    | Vicky – L3     | Rachel – L2      | Rachel – L2     | Rachel – L2    |
|           | Sara - Trainee | Rachel – L2    | Donna            | Sara - Trainee  | Sara - Trainee |
|           |                | Donna          |                  |                 |                |