Staff Contingency Plan

Date: 07/05/2022 *Review Date: 07/05/2023 (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.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM	Julie – L7	Julie – L7	Julie – L7	Nicola – L5	Julie – L7
	Nicola – L5	Nicola – L5	Nicola – L5	Vicky – L3	Nicola – L5
	Rachel – L2	Vicky - L3	Ruby - Trainee	Rachel – L2	Rachel – L2
	Sara - Trainee	Rachel – L2	Donna	Sara - Trainee	Sara - Trainee
		Donna		Ruby – Trainee	Ruby - Trainee
PM	Julie – L7	Julie – L7	Julie – L7	Nicola – L5	Julie – L7
	Nicola – L5	Nicola – L5	Nicola – L5	Vicky – L3	Nicola – L5
	Rachel – L2	Vicky – L3	Ruby – Trainee	Rachel – L2	Rachel – L2
	Sara - Trainee	Rachel – L2	Donna	Sara - Trainee	Sara - Trainee
		Donna		Ruby – Trainee	Ruby - Trainee