



## Staff Contingency Plan

Date: May 2023

Review Date: May 2024 (or when required)

- On a full day (20 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>
	Julie – L7	Julie – L7	Julie – L7	Nicola – L5	Julie – L7
	Sara – L3	Nicola – L5	Nicola – L5	Rachel – L3	Nicola – L5
	Rachel – L3	Rachel – L3	Sara – L3	Sara – L3	Rachel – L3
	Donna- Assistant	Donna- Assistant	Donna-Assistant	Ruby – Trainee	Sara – L3
	Ruby - Trainee	Ruby - Trainee		Donna - Assistant	Ruby - Trainee