

Banwell Buddies Emergency Staffing Policy

Statement of Intent

To provide a staffing ratio in line with the National Standards for day care requirements in any eventuality.

Aim

We aim to ensure that children and their carers are consistently offered high quality early years care and education.

Method

- Ensure emergency contact list of staff is in place and up to date.
- Any staff who becomes unwell on the way to work or at work to inform the leader immediately.
- The leader to assess staff/child ratio and if required to contact an appropriately qualified member of staff from the emergency list to cover the shift.
- If unable to obtain cover from emergency list then a member of the committee may be called, so long as the role is unqualified.
- In the unlikely event that appropriate cover cannot be obtained then the decision to close pre-school will be made.
- In this event parents/carers will be contacted as soon as possible.
- Pre-school will reopen when appropriate staff/child ratio is in place.

This policy was adopted at the meeting of _____

Held on _____

Signed on behalf of the Management Committee _____

Role of signatory _____

