



Staff Contingency Plan

- 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:
 - As long as we are ratio with the correct number of qualified staff, 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 have volunteers we can contact.
 - We may need to ask some parents to swap their child's day to allow for safe ratios.

	Monday	Tuesday	Wednesday	Thursday	Friday
	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	Sara – L3	Sarah – L3	Sarah – L3	Sarah L3
		Donna- Assistant	Donna-Assistant	Donna - Assistant	Sara – L3