



EMERGENCY PROCEDURE TO COVER STAFF ABSENCES

This Policy states what happens in a dire emergency if we have staff absences on any given day.

WE WOULD ALWAYS ADHERE TO RATIOS WHATEVER THE CIRCUMSTANCE

(1) Normal Operating Procedure:

The nursery operates a support/bank staff network. Where at all possible we don't use agency staff. If a member of staff calls in sick then all attempts would be made to ask current staff to cover the shifts. We would also contact a member of the bank staff. If on a particular day we have all our support staff working, or they are ill themselves, the Nursery Manager would then support the group by working in the room.

(2) Emergency Operating Procedure:

If a member of the support/ bank staff were unavailable or already working we would implement an emergency operating procedure. We will keep to ratios at all times. In an emergency, we would explain the

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

January 2018

situation and look at parents voluntarily dropping their child's nursery session. If this wasn't enough then we would resort to the last plan of action.

(3) Calling Agency Staff

This would be in case of dire emergency and last resort measures.

We are registered with T 4 teachers: 01462456401

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

January 2018