

# Severn Beach Preschool

## Staffing Emergency Procedure

If a member of staff is unable to work due to illness, accident or a family emergency the following procedure will be followed:

Staff should give as much notice as possible if they are going to be unable to work on a certain day. As this will probably be on the morning of the session then the member of staff needs to contact the responsible person as close to 7am as possible to allow for alternative arrangements to be made.

The manager is responsible for arranging cover in these incidences. In the absence of the manager the responsibility lies with the deputy manager.

The responsible person will check the expected numbers of children/number of children present verses the number of staff available. If the ratios are over then additional staff must be sourced.

If no other staff are available it may be possible to ask a parent helper to stay that day.

If there are no available additional staff then the responsible person will decide whether or not we need to close the preschool.

Closing the preschool is the last option and information will be gathered from parents/carers on admission to ask that if such an incident should occur how they might be able to help.

Parents/carers will be notified as soon as possible regarding a closure. We will do this by text, phone, facebook or if time is very short then we may not be able to let parents/carers know until they arrive, but we will always do our best to give them prior notice.

If the emergency occurs during session and a member of staff has to leave, then the responsible person will assess the situation and call for additional staff/parental help. EYFS 3.29 states:

*“Exceptionally, and where the quality of care and safety and security of children is maintained, exceptions to the ratios may be made.”*

This would be entirely based on the manager’s knowledge of the individual children who are there on that day and the staffs experience etc. A risk assessment of the situation should be done and a quick and sensible decision made. This would only ever be an exception to the norm. This decision should then be shared with Ofsted as soon as is practicably possible.

If it is not possible to call in additional help and a risk assessment shows that it would not be safe to remain open for the rest of the session then parents/carers will have to be called to collect their children. This in itself will take another member of staff away

from the children for a period of time and this is why the situation should be risk assessed to ensure the best interests of the children are met at all times.

In a situation where ratios are at capacity and a member of staff needs to leave mid-session playgroup staff should ask the school if a member of school staff could help supervise the children whilst the necessary phone calls are made.