



Staffing Levels Policy & Emergency Staffing Procedures

The Close Day Nursery School is committed to complying with the staffing levels as laid down by the governing body, OFSTED. We pride ourselves in having a high teacher to pupil ratio and that we will make every endeavour to maintain such high ratios throughout each session.

The owners and the Nursery Manager are responsible for ensuring these ratios are maintained. At the beginning of each week the staff rota will be drawn up ensuring that suitable and adequate cover is available for all sessions including lunch times.

It is the responsibility of each staff member to notify the Nursery Manager as soon as possible if they are not going to be able to attend any session so that emergency cover can be arranged, THIS NEEDS TO BE A TELEPHONE CONVERSATION. An emergency cover list will be drawn up so that if at any time a staff member cannot be present then a suitable replacement can be found.

It is The Close Nursery School policy that where possible we will not send pupils home, but that every effort will be made to cover absenteeism, with another suitable staff member.

A full list of staff details, including a full list of staff phone numbers, next of kin details and contact numbers, is held in the Nursery office.

Note

As part of their contract of employment, term time staff cannot normally take holiday during school term time, unless it is with the express and prior agreement of the Nursery Manager, and that suitable and adequate cover is sought in advance.

Emergency Staffing Procedure **Policy in the event several members of staff were sick at the same time**

In the event that several members of staff were to be off sick with a sudden illness then the following procedure would need to be followed.

1. **Staff who are not able to attend work normally notify the Nursery Manager by phone before 0715hrs on the day they are to be absent.** Lorraine would need to make an assessment of the numbers of staff involved and the levels of children that would be attending that day in order to maintain staffing ratios.
2. The usual procedure of ringing cover staff would be implemented.

It is our policy to use staff who are both familiar with the children and familiar with the daily routines of the nursery as a whole and these people are as follows;

Louise McConnon	Jessica McLaren
Molly Palmer	Nicole Williams
Hayley Maddocks	Ebonie Avery
Aimee Way	Louise McCutcheon

3. In the event that a full compliment of staff could still not be found then the owner/manager would need to explore in the following options



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- Ask carers if they could help for the session as they drop off their children, bearing in mind that not all carers work whilst their child attends nursery
- Assess whether or not to close the nursery for that session until adequate cover staff can be obtained, or to close it to those children whose parents do not rely on it for care whilst at work so that ratios can be maintained for those whom such a closure would prove very inconvenient.

At all times it will be remembered that the quality of care should be paramount and it may be the case that staff would have to change their room designations in order to ensure at least one qualified member of staff was present in each room. Emergency cover should be regarded as just that and if the situation looked as though it would continue for some time then a more permanent staffing solution may have to be sought, probably via agencies for example. Parents and carers would have to be kept informed and updated at all times.