



Little Cherries
Emergency Staffing Procedure

In the event of staff absence raising a concern regarding statutory requirements and maintaining ratios, the following procedure should take place to provide cover:

1. Contact existing early years staff members who are not contracted to be at work that day.
2. Contact pool staff.
3. Contact lunchtime supervisors
4. Contact volunteers who hold a current DBS.
5. Use office staff to be included in ratio.
6. Re-arrange/ cancel appointments/meeting/training scheduled for that day (where possible).
7. Phone committee members who hold a current DBS.
8. Contact staffing agency (Ranstad 01223 368836 Saffron Bailey)

A Level 3 or above staff member must be on site at all times and at least 50% of all other staff present must hold a Level 2 or above qualification. In an emergency situation volunteers and committee can be included in ratios, however, they must not be left unsupervised.

If after this procedure the statutory requirements/ratios are still unable to be maintained the Committee Chair (alongside senior staff) may make the decision to close the group for the session.

‘Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if the provider is satisfied that they are competent and responsible.’ (EYFS statutory framework 2017 section 3.29)

This policy was adopted at a meeting of Little Cherries Preschool.

Held on: 1st February 2021

Date to be reviewed: ...February 2023

Signed on behalf of the management committee:.....

Name of signatory: Jennie Peacock.....

Role: Chairperson

February 2021

Review date: February 2023