



## **Staffing Emergencies Policy**

There are occasions when a team-member may have a personal or family emergency during a Pre-School session and it appears desirable for that team member to leave the session.

Any changes to the team should be decided by the Manager, using common-sense as well as compassion and having regard for the following:

- Satisfactory completion of the session (safety and education)
- Appropriate leadership
- Maintenance of required adult: child ratios

### ***Satisfactory completion of the session***

Before releasing a team member consider:

- (a) Will the required adult: child ratio still be met?
- (b) How urgently is their presence required elsewhere?
- (c) Would it help to find a replacement to complete the session?
- (d) Should the team-member be asked to wait until cover is found?
- (e) What responsibilities does the team member have for the rest of the session and can these be passed on to someone else before they leave?
- (f) Should the remainder of the session be simplified so that it can run smoothly and safely with a smaller team?
- (g) Should parents be contacted to ask them to collect their children early?

### **Leadership**

The Pre-School should normally be run by a Manager and Deputy. If the Manager has to leave a session due to an emergency, then the Deputy will take over the running of the session. If both Manager and Deputy need to leave the session a suitable qualified member of staff will be left in charge.

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_

### **Little Ducklings**

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