



Contingency Staffing Procedure

- The Contingency Staffing procedure will be used where staff absences and emergency situations affect staff ratios.
- When possible if the member of staff knows they will be unable to come in to work they are to phone Bev as soon as possible. We understand that this may occur at very short notice.
- Bev will find another member of staff or committee member who is DBS checked and is willing to work to ensure adequate staff ratios are met.
- In the extreme circumstance where no one from the contingency list is available, then the Bev would inform the Play Leader and the Whitsers staff would contact parents to let them know that Whitsers will not be open. Please refer to our "Emergency Closure" policy.
- A full list of the names, addresses and phone numbers of the contingency list must be kept up to date and easily accessible at the playgroup at all times.

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Contingency Staffing	4 Date 21/05/2017	
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