**Banwell Buddies Emergency Staffing Policy**

# Statement of Intent

To provide a staffing ratio in line with the Early Years Foundation Stage Welfare Requirements.

# Aim

We aim to ensure that children and their carers are consistently offered high quality early years care and education.

# Method

* All emergency staff must provide 2 written references, DBS disclosure details and copies of qualifications.
* Emergency staff will have a full induction, including a fire evacuation drill, and complete a health questionnaire.
* All emergency staff must read our policies and procedures.
* Ensure emergency contact list of staff is in place and up to date.
* Any staff who become unwell on the way to work or at work to inform the Leader immediately.
* The Leader to assess staff/child ratio and if required to contact an appropriately qualified member of staff from the emergency list to cover the shift.
* If unable to obtain cover from emergency list then a member of the Committee may be called, so long as the role is unqualified.
* In the unlikely event that appropriate cover cannot be obtained then the decision to close pre-school will be made.
* In this event parents/carers will be contacted as soon as possible.
* Pre-school will reopen when appropriate staff/child ratio is in place.

This Policy was adopted at the meeting of: \_\_\_\_\_\_Banwell Buddies\_\_\_\_\_\_\_

Held on: \_\_\_\_\_\_\_4th July 2016\_ \_\_\_\_\_\_\_\_

Signed on behalf of the Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory: Chair of Management Committee

Last updated 19 September 2016