

## CONTINGENCY PLANS

As the manager of the setting I aim to be supernumery so in all cases of staff absence I will cover within any room that I may be required within. If ratios can still not be maintained by myself alone children will be sent home.

If the manager is absent the support manager will step up to the role of nursery manager and one of our senior practitioners to the role of support manager.

If illness or emergency occur the children's wellbeing will be of great importance, it is paramount that they are experiencing consistency and feel comfortable within the setting. Suitable arrangements may need to be used such as re-grouping of children, re-organising of rooms and activities and re-deploying other suitable people.

We will not be using agency staff as we feel the children and staff will not be able to gain confidence or relationships with these staff. We will always have spare staff on the premises this will enable staff to cover lunches, breaks, paperwork, holiday and sickness. This includes manager and support manager to cover where necessary. Our kitchen assistant is always supernumery and able to step in anywhere where needed.

**Devised January 2014**