

26. Staff Absence / Sickness Contingency Plan

1. All staff to contact the Supervisor if unable to attend work on any day. Supervisor tries to contact other staff to cover absence.
2. If the remaining staff are unable to cover the absence, then a Committee member/helper/volunteer that has had their identity checked and has undergone the vetting process via the Disclosure and Baring Service is to be contacted.
3. In the rare event that only one member of staff can work; permission is to be sought from Ofsted to open with the assistance of a Committee member/s who have been DBS checked. If permission is declined, the Supervisor is to contact all parents to let them know that the group cannot open due to sickness/unavoidable circumstances.
4. In the rare event that insufficient staff were available to maintain the correct ratio, the group would close for the day, the parents would be notified, and Ofsted contacted.
5. Staff absences will be recorded and monitored on a 4-weekly basis. If it is felt that a regular pattern is occurring, an informal discussion with the supervisor will take place.

This policy was adopted at a meeting of the Pre-school held on (Date):

Signed on behalf of the Pre-school: (Chairperson)