



## **Staff Contingency Plan**

**December 2025**

**Review: December 2026 (or when required)**

- On a full day (25 children) there must be a minimum of 6 staff at Kidzproof to ensure safe child to adult ratios;
- We encourage staff to inform us the evening before 8pm or preferably at the earliest convenience that morning if they are not able to work due to illness or other absence to allow us sufficient time to find cover;
- Sick leave is monitored and action is taken where necessary in accordance with contracts of employment and our Staff Sickness Policy;
- Cover is organised in advance if staff are attending training;
- Training may need to be cancelled if we cannot find cover or a staff member calls in sick;
- Staff who wish to take an unpaid days leave must first check with management and then find their own cover;
- In a worst case scenario, in the absence of both the manager and the deputy we may have to close the setting (this will be avoided);
- We have contingency plans to cover unexpected staff absences as follows:
  - o If there are still at least 3 staff members then it is fine to remain as we are;
  - o We call other staff who do not work that day to ask if they can cover;
  - o We call cover staff;
  - o We call an agency
  - o We ask parents to help;
  - o We may need to ask some parents to swap their child's day to allow for safe ratios.