

In emergencies

In the event of a staff emergency we will ensure ratios are maintained through our contingency arrangements. Depending on the time of the emergency we will consider the following:

- Re-arranging breaks / asking staff to defer their scheduled break time/ ask that staff take shorter lunch breaks/Time off in lieu (TOIL).
- Where possible group children together in one group in order to maintain ratios – even in the short term until cover can be arranged. Consideration also be given to some children “visiting” other groups in short term.
- Make use of the contact numbers either in the folder in the office upstairs or in the little room downstairs to call for cover staff – check staff deployment list to see when any additional staff are expected on shift.
- Contact the Tottenham Nursery to call for cover staff
- Contact parents to either volunteer or come and collect their children. (if they are asked to collect their children, devise a system where it’s not always the same parents asked to do this). If the emergency is first thing in the morning – parents may be asked to remain with their child(ren) until sufficient staff have arrived on site
- Consider using baby monitors to listen to any sleeping children – only as a last resort

This document was adopted on January 2023

Date to be reviewed January 2024