



Early Education & Childcare

Contingency Arrangements (staffing)

Aims:

→ To ensure minimum staffing ratios are maintained at all times, thus ensuring the safe and legal operation of our family services.

At full operational occupancy BS3 Community Development employs 61 members of staff who work directly with children. These members of staff work across a variety of services including full day care, a term time only nursery class, The Southville Centre and The Chessel Centre.

The organisation works at, or above, the legal minimum staffing ratios and qualification levels, as set by the Early Years Foundation Stage.

BS3 Community Development holds a bank staff list, and during most term time periods accepts either 1 or 2 Level 3 students from local colleges, university students, as well as occasional volunteers, we encourage one apprentice a year to grow with us, and these students are supported by room leads (managers) and all of these individuals hold DBS checks.

BS3 Community Development is proud that many of the staff employed by us, are studying into further education and all our Preschool rooms are led by qualified teachers.

Procedures

In the event of staff absences which compromise legal adult: child ratios the lead staff member will consider the following options:

- Contact Joanna Smith or Kelly Murphy with the issue.
- Contact individuals on the temporary staff list to offer additional hours.
- Re-organise staffing or groupings. Contact childcare rooms in the centre (Southville Centre or Chessel Centre) and if unsuccessful contact rooms in the other centre.
- Seek to extend the hours of any part time staff (from any of the Early Education & Childcare Services).
- Redeploy appropriate supernumerary roles into nursery groups (including administrative or leadership staff, where suitable).

All leads should be using the online calendar named 'family service supply cover' this is to collate annual leave, sick leave, any absence and helps with monthly payroll information.

If existing staff are not able to cover these absences then in exceptional circumstances a recruitment/staffing agency may be contacted:

Hays Education (Bristol) - 0117 927 9369

Eyears (Bristol) - 0117 287 2055

If no solution can be found, or in the unlikely event of an unsustainable volume of staff absences, the person in charge will seek to contact parents, starting with those who do not require childcare to work/study and those who are booked for short sessions, and attempt to reduce the number of children attending. In exceptional circumstances rooms may be required to join together

Reviewed December October 2020

Related documentation:

- *1. Health & Safety Policy*
- *EYFS Statutory Guidance*
- *Absence Policy*
- *Time away from work policy*