

## Apple Tree Day Nursery Contingency Arrangements For Staff Absence Policy and Procedure.

In view of a member of staff being absent from duty, it is the responsibility of the Nursery Manager to make alternative arrangements. These can include any of the following:-

The Nursery Manager takes over the duties of the individual for their period of absence if it is short term.

The Nursery Manager asks other staff to work extra hours and allows time off in lieu at a later date.

The Nursery Manager will contact staff on the supply list to arrange cover.

In the event of The Nursery being unable to have adequate staff to meet the legal requirements of the registration then the Nursery Manager would contact parents and request that they do not bring their child to nursery on that day. (Please see Exclusion Policy and Procedure).

Under no circumstances would Apple Tree Nursery operate below the minimum required staff;child ratio.