

Staff Contingency Arrangements

Statement of Intent

We recognise the importance and legal obligation to maintain appropriate staffing levels throughout our mobile crèche, MFC crèche and FFB service. It is our commitment to ensure that, all children receive the highest quality play, learning and development opportunities whilst providing excellent care to meet children's individual needs.

If the possibility of a staffing shortage occurs, the following procedures will be followed. We will consider the following options to resolve the shortage issue:

- Contact Eduplay staff members who are not on the working rota for that particular session.
- Look at the Eduplay Deputy/ Managers availability.
- Contact the Children's Project to enquire whether they have any appropriate workers.
- Contact our sessional staff members to enquire whether they are available.
- Contact long standing/regular volunteers to enquire whether they are available.
- Contact Select Agency to see if they have any suitable workers available.

In the unlikely event that the undertakings above do not resolve the staffing shortage, the customer will be informed immediately, giving our sincere apologies and offering alternative provision at a later date at their convenience.