



## Managing Staff Absences

**Links to Every Child Matters: Staying Safe**

**Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Suitable People**

Small World Nursery employees their staff on a range of different contracts allowing flexibility within our own staff team to cover for any staff absences. Our nursery manager organises staff annual leave so that ratios are not compromised by only allowing one member of staff off on holiday at any one time unless there are exceptional circumstances.

Where the nursery staff are unwell and take sick we will organise cover to ensure ratios are maintained by increasing one of our part-time staff's hours to cover for the sickness. Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.

Once we have exhausted all of the nursery's internal options for covering holidays and sickness, the nursery will call a supply agency. We currently work with two supply agencies, Randstad Education and Celsian Education. Both agencies will send a member of staff that has been vetted by themselves and hold a clear DBS check. The supply worker will work alongside a nursery member of staff in order to offer as much consistency to the children as possible.

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)