

## Information and Records

## Contingency Plans



### Policy Statement

At Roughton Under 5's Playgroup we have contingency plans, as detailed below, for staff absences and sickness.

### Procedures

If the Safeguarding Lead Practitioner is absent for any session the Deputy Safeguarding Lead Practitioner will take charge for the session.

If both the Lead Practitioner and Deputy are absent the Designated Officer for the Committee will be in the Playgroup and act as the Designated Officer for that session.

### Staff Absences

If a member of staff are either absent due to sickness, training course or need a day off for personal reasons, the staff not normally in on that session will be called first to see if they can cover the absent staff member.

If no staff available to cover the Committee will be contacted to cover the session.

Committee members must have the appropriate checks in place before being able to cover a session.

If no cover can be found then the Playgroup will have to close for the session and parents/carers will be informed of this closure. (See the Unplanned Closure Policy).

This policy was adopted on 9<sup>th</sup> September 2016

This policy will be reviewed in September 2017

Signed on behalf of the committee by the Chairperson

CB

Date –

9/9/16