



Contingency Plan

The following people are 'fit' persons, each having current DBS checks completed and are able to assist at the pre-school in either a planned or emergency situation;

Monday AM-Lynne Yarde
Monday PM-Helen Brearley
Tuesday AM-Lynne Yarde
Tuesday PM- Helen Brearley
Wednesday AM- Naomi Haworth
Wednesday PM-Rachel James, Catherine Murray, Helen Brearley
Thursday AM-Lynne Yarde, Rachel James
Thursday PM-Lynne Yarde, Rachel James, Helen Brearley
Friday AM-Sarah Scholefield, Helen Brearley, Rachel James, Naomi Haworth

If a member of the team is unable to attend (without prior notice) the following procedure should be followed;

1. The above people will be contacted and asked to help, if one of them is able to assist there is no need to follow the requirement further.
2. If none of the above named persons are able to assist the volunteer list should be contacted in advance of the session. If a volunteer is not available then Step 3 should be followed.
3. As parents/carers arrive there will be a notice up announcing the issue and asking if any one of them is available to stay and assist. Key workers should ask parents/carers personally as they drop their children off. If there is an issue then a cut off will be imposed on the number of children able to attend the session and this should be communicated clearly to all parents and carers as they arrive.
4. Thank the person able to assist and make arrangements for the following day/s as appropriate.