

UHI | PERTH

Staff Contingency Planning Policy

UHI Perth Nursery

Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1	February 2022	Title changed from Nursery Coordinator to Nursery Manager
1.1	March 2024	Minor Update – updated to UHI Perth branding

Staff Contingency Planning Policy - Nursery

1 Purpose

- 1.1 The purpose of this policy is to detail how contingency planning for emergency staff cover for the UHI Perth Nursery operates to ensure that the statutory staff child ratios are maintained.

2 Scope

- 2.1 The policy is relevant to all members of UHI Perth nursery staff.

3 Definitions

- 3.1 None.

4 Key Principles

- 4.1 To allow management to plan for contingency staff cover all nursery staff will telephone the Nursery Manager, or in their absence the Deputy Coordinator within 15 minutes of their start time if they are unable to report for work.
- 4.2 The Nursery Manager, or Deputy Coordinator, will assess the staff/child ratios and redeploy staff to maintain ratios.
- 4.3 If redeployment will not maintain ratios the Nursery Manager, or Deputy Coordinator, will arrange for supply staff cover as appropriate.
- 4.4 All staff will adhere to the UHI Perth sickness absence and requesting annual leave procedures.

5 Responsibilities

- 5.1 The Nursery Manager has overall responsibility for ensuring that this policy is implemented.
- 5.2 All nursery staff are responsible for following the policy.
- 5.3 The Nursery Manager is responsible for monitoring the effectiveness of the policy and will access relevant feedback from staff to support this.

- 5.4 The Nursery Manager is responsible for the reviewing and updating of the policy.
- 5.5 The Perth Leadership Group is responsible for approving the

6 **Linked Policies/Related Documents**

UHI Perth Managing Sickness Absence Procedure
UHI Perth Adverse Weather Conditions Procedure