



## **Staffing Emergencies Policy**

There are occasions when a team-member may have a personal or family emergency during a session and it appears necessary for that team member to leave the session.

Any changes to the team should be decided by the Manager, using common-sense as well as compassion and having regard for the following:

- Satisfactory completion of the session
- Appropriate leadership
- Maintenance of required adult: child ratios

### **Satisfactory completion of the session**

Before releasing a team member consider:

- (a) Will the required adult: child ratio still be met?
- (b) How urgently is their presence required elsewhere?
- (c) Would it help to find a replacement to complete the session?
- (d) Should the team-member be asked to wait until cover is found?
- (e) What responsibilities does the team member have for the rest of the session and can these be passed on to someone else before they leave?
- (f) Should the remainder of the session be simplified so that it can run smoothly and safely with a smaller team?
- (g) Should parents be contacted to ask them to collect their children early?

### **Leadership**

If the Manager has to leave a session due to an emergency, then a named member of Staff will take over the running of the session. Bank Staff will be contacted to see if a replacement can be found. If there are not enough available, qualified Staff then parents must be contacted and asked to collect their children.

Signed on behalf of Quackers After School Club: \_\_\_\_\_

Position: \_\_\_\_\_