

**Bright Sparks**

**Childcare**

*Staff ratio contingency plan*

Bright Sparks ensures that there are always sufficient staff to give the children the care and attention which they need and in particular, that staff numbers do not fall below the recommended staff: child ratios set by the national standards.

* The number of permanent staff is always in excess of requirements. In particular, The Manager and Early years Professional (or both) are always supernumery and can be called on to take over a position in the event of staff absence.
* The nursery has a standby list of people who can be called on to fill in if necessary in the event of staff absence, this includes the use of an agency when necessary. The people on the standby list are all police checked and may already work in the nursery on a part-time basis.

Bright Sparks makes every effort to maintain the services of the nursery but due to certain circumstances where we would not comply with the regulations of our registration, this may not be possible. We need a firm commitment from parents that they would collect their children within half and hour of notification or as soon after as possible.

These circumstances would include things such as:

* Staffing levels being too low and Bright Sparks being unable to remedy this .
* Heating failure.
* No mains / water supply.
* The building becoming unsafe.

The above is in the best interests for the children and we would obviously do our best to maintain normal service.