

ESCALATION PLAN

In order to ensure that CMN continues to meet the requirements of adult child ratios, we have a plan of action to cover the eventuality of there not being adequate staffing.

As always our aim is to ensure that the nursery is fully staffed. An action plan has been created which staff would need to follow.

Please try to have an emergency carer who may care for your child at short notice if you are unable to.

We do hope that we will not need to use the escalation plan, however in the eventuality that we do parents will of course receive a full refund of that day's nursery fees.

In the eventuality of the nursery not having adequate staffing in relation to the numbers of children expected to attend, the nursery manager or supervisor will:

- Inform nursery staff that they may need to work later to cover afternoon shifts.

- Call in Bank staff

- Call nursery nurse agencies for relief staff.

As a last resort:

Ring parent/ carers to collect their child/ren.