

Absence of the Manager

Principles

At Jollytots management is committed to organising the staff, resources and environment to ensure the provision of high quality care at all times.

Policy

This policy has been introduced to ensure that the appropriate processes are in place to ensure that all absences by the Person-in-charge of whatever duration are covered under the agreed arrangements in Jollytots.

The management will ensure that:

* The designated deputy/deputies will reflect the management structure in Jollytots and will have the appropriate levels of experience and/or qualification
* A minimum of 2 vetted staff are on duty at all times

Procedure:

* The Manager of Jollytots Nursery and Kids R Cool Acorn is Jaclyn Robinson and Deputy Manager is Amy Luney. Both are on site at 4 Victoria Road, Carrickfergus, BT38 7FL.
* The Manager is contactable by mobile at all times and staff are aware of contact numbers
* We also have 5 relief deputy managers Stacey Birnie, Louise Black, Cherith Crates, Danielle Martin and Omar Aitsiaabad.
* There is always a Manager on site between hours of 7-6.30pm
* The owners John and Ursula Lindsay are also contactable by phone and staff are aware of these details
* All employees understand their responsibilities and follow absence and sickness notification procedures
* Management at Jollytots will ensure that there is a suitably qualified and experienced person employed within the setting
* Management has contingency arrangements in place with relief staff to cover absences and emergencies
* Management will use Health and Social Care trust guidelines on obtaining references and enhanced criminal record checks for staff and volunteers
* Jollytots will continue to comply with all policies within the setting and those in a deputising role will be aware of their additional duties during the absence of the Manager

Monitoring

This policy will be reviewed annually by management to ensure that it remains fit for purpose

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed on:

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