



PROCEDURE FOR STAFF ABSENCES

If staff members are unexpectedly absent the Pre-School Manager/Deputy should check whether the minimum Staff/child ratio would still be maintained.

If the minimum ratio is not maintained then the Manager/Deputy must phone the other non-scheduled staff members to arrange cover.

If no staff members are available the Manager/Deputy must phone an agency and ask them to cover.

Should no cover be available then all or some of the children must be sent home by following Emergency Collection Procedures.

Staff should inform the Manager of their absence by 7.15am at the latest. You can phone the Manager on 02392 340743 or 07758612934 text messages are not acceptable. Please see employee handbook for procedures.

Staff members are asked to ring in daily with their reason for absent. After 5 working days a certificate is required from your doctor.

This procedure adopted October 2019, signed

Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care