



Bright Eyes Childcare

Management Absence Policy

Policy Statement:

At Bright Eyes we will ensure that our service will continue even in the unforeseen absence of a member of the management team.

Our setting is committed to maintaining high standards and will ensure that all duties will be continued in the absence of a member of management.

Procedures:

The manager/assistant manager must telephone the nursery owner (Margaret Larson) on the day of absence, no less than an hour before the shift starts.

An explanation needs to be given, as far as can be, to the circumstances of the absence and time period if possible to predict.

During the time of absence of The Manager (Stephanie Kelly) the Teaching & Learning Co-Ordinator (Kirsty Webb) will be delegated all her duties. If the time of absence is greater than 4 weeks then Ofsted will be notified. In the event of long term absence, we will continue to communicate with Ofsted.

In the event of Kirsty Webb stepping up in the temporary role of manager our most senior member of staff will step up and support her in this role. The designated person for this is Tara Armstrong (Senior Practitioner).

In the event of the Teaching & Learning Co-Ordinator (Kirsty Webb) being absence then the senior practitioner Tara Armstrong will step up and support the manager in her duties.

In the event of long term absence from the manager/assistant manager then a temporary role will be advertised and filled until their return.

Date of Policy: November 2018

Signed By: Haley Blake – Nursery Director