

Tiddlywinkers Day Nursery/The Loft Afterschools

Absence of the Manager

Policy Statement

The proprietor will ensure that a suitable qualified member of staff will be in charge in the absence of the manager.

Procedure

Social services will be informed should the manager be unable to attend work for 4 weeks.

A senior supervisor will cover for the manager during this period.

All completed checks will be completed as necessary.

Any relevant training required will be organised.

All parents will be informed.

Policy adopted by:

Proprietor: _____

Manager: _____

Date: _____