

**D.P.S**

# **Out of School Club**

**Absence of the  
Manager Policy**

## **Absence of the Manager Policy**

### **Principle**

At Dungannon Primary School Out of School Club management is committed to organising the staff, resources and environment to ensure the provision of a high quality of care at all times.

### **Policy Statement of Intent**

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 deputising arrangements in the Out of School Club.

### **At all times management will ensure that:**

- The designated deputy will reflect the management structure in the Out of School Club and will have appropriate levels of experience and qualifications required to deputise.
- A minimum of two vetted staff are on duty at any one time.

To meet this we use the following ratios of adult to children: 1: 8

### **Procedure**

- All employees understand their responsibilities and follow absence and sickness notification procedures.
- Management at the Out of Schools will ensure that there is a suitably qualified and experienced deputy employed within the setting at all times.
- Management has contingency arrangements in place with relief staff (*named list available*) to cover both absences and emergencies, to ensure that ratios are maintained at all times.
- Management will use Health and Social Care Trust guidance on obtaining references and enhanced criminal record checks for staff and volunteers who will have unsupervised access to children.
- Management will keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done in staff personnel files.
- The Out of School Club 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 person in charge as reflected in their terms of employment.

**NOTE:** Management reserves the right to review the duties of the deputy during the absence of the person in charge to ensure all aspects of the setting can remain operational.

**Links with other policies:**  
Health and Safety Policy  
Safeguarding Child Protection Policy

### Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: D. Thompson  
(on behalf of the management team)

Position: Chair person

Date: 28 / 8 / 2020

Reviewed on:

Date: ..... Signed: .....

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