**Principle**

At Little Buds management is committed to organizing the staff, resources and environment to ensure the provision of a high quality of 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 deputizing arrangements in the playgroup.

At all times management will ensure that:

* The designated deputy will reflect the management structure in Little Buds and will have appropriate levels of experience and qualifications required to deputize.
* 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**

*(Guidance can be taken from the Childminding and Daycare Minimum Standards* [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)*).*

**Procedure**

* All employees understand their responsibilities and follow absence and sickness notification procedures.
* Management at Little Buds 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.
* Little Buds will continue to comply with all policies within the setting and those in a deputizing 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.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it

remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

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

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

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