

Policy for when a level 4 qualified member of staff goes off sick

Statement of intent

It is our intention to abide by OFSTED rules in respect to the level of qualification held by the person in charge of the Pre-school.

Aim

We aim to ensure that the welfare of the children and the rules of OFSTED are observed if such an occurrence takes place.

Methods

- If the Supervisor falls ill outside Pre-School opening hours, they/their family should inform the Deputy Supervisor at the earliest opportunity, that they are unfit for work. The Deputy Supervisor will assume the responsibilities of the Supervisor during their leave of absence.
- If the Deputy Supervisor falls ill outside Pre-School opening hours, during a leave of absence by the Supervisor, then they/their family should inform a pre-designated level 3 qualified (or working towards a level 3 qualification) member of staff, that they are unfit for work. The pre-designated level 3 qualified (or working toward a level 3 qualification) member of staff will assume the responsibilities of the Supervisor during their leave of absence.
- In the event of the member of staff assuming supervisory roles, going sick during the Pre-School day, and there being no other level 3 qualified (or working towards a level 3 qualification) member of staff, being willing or able to take on the role, then all reasonable attempts to contact all children's parents/carers must be made in order that the children are collected at the earliest opportunity from the Pre-School.
- If a member of staff going sick during the Toy Box day (of any qualification level) means a compromise in staff:children ratios, then all reasonable attempts to contact all children's parents/carers must be made in order that the children are collected at the earliest opportunity from the Pre-School.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	