



Victoria College Day Care  
Absence of the Manager Policy  
– referencing Standard 11

June 2023

Policy Date – 09/16/23  
Agreed by Governors – 16/06/2023  
Review Date – January 2024  
Drafted by – E Wilson

Updated June 2023

## **1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for managing the absence of the Day Care Manager, Miss Wilson.

## **2. Aims and Objectives:**

1. To ensure that clear procedures are in place in order to cover the absence of the Day Care Manager, Miss Wilson
2. To inform staff and parents of the policy and procedures for managing the absence of the Day Care Manager.

## **3. Procedures:**

Victoria College Day Care endeavours to provide a safe and well supervised environment for every child. Victoria College Day Care follows appropriate staffing ratios at all times and in the absence of the Manager, Miss Wilson a suitably qualified person will take charge (Standard 11).

In the absence of the Day Care Manager, Miss Wilson, the Day Care Deputy Manager, Mrs Hrabovsky will take charge. In the absence of both the Day Care Manager and all the Deputy Managers the After Hours leader, Mrs Carson-Hair will take charge. To ensure appropriate staff ratios are adhered to and to ensure that staff can fulfil their roles in 'acting up' capacity, fully vetted relief staff are employed for additional cover (as required).

## **4. Review and Evaluation:**

The policy will be reviewed every six months by the Day Care Manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.