



Balnamill Little Learners

Est.2024

Balnamill Little Learners Absence of the Leader Policy

1. Introduction

This policy ensures the smooth operation of Balnamill Little Learners in the absence of the leader.

2. Designation of Acting Leader

Deputy Leader: The Deputy Leader will assume most of the leadership duties and responsibilities excluding those outlined in **Appendix B**.

Pre-School Closure: If both the leader and the deputy leader are unavailable, the pre-school will not operate on that day.

3. Notification and Communication

Advance Notice: Whenever possible, parents and staff will be informed in advance of the leader's planned absence.

Emergency Contact: An emergency contact list will be available, ensuring that the acting leader can reach the leader or other key personnel if necessary.

4. Reporting Procedure for the Leader

- **Reporting Absence:** The leader must notify a member of the committee as soon as possible in the event of sickness or illness. The leader must inform the Deputy (acting) Leader as soon as possible thereafter to ensure adequate cover.
- **Chain of Communication:** the leader should maintain good communication to ensure that any further absence is planned to avoid unnecessary disruption to Balnamill Little Learners.

5. Roles and Responsibilities

Daily Operations: The acting leader will oversee daily operations, including staffing, health and safety, and adherence to routines.

Decision Making: The acting leader is responsible to make decisions regarding the welfare of children and the running of the setting.



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6. Documentation and Record Keeping

Records Update: All records, including attendance, incidents, and communications, will be maintained accurately by the acting leader.

Handover Notes: The leader will provide detailed handover notes outlining ongoing projects, issues, and important contacts.

7. Staff Support and Supervision

Staff Meetings: Regular staff meetings will continue to ensure effective communication and support among team members.

Supervision: The acting leader will provide supervision and guidance to staff, maintaining the high standards expected at Balnamill Little Learners.

8. Emergency Procedures

Clear Protocols: Clear protocols are in place for emergencies, ensuring that the acting leader and staff can respond promptly and effectively.

Training: Staff are regularly trained in emergency procedures, including first aid, fire safety, and evacuation.

9. Review and Monitoring

Policy Review: This policy will be reviewed annually or as needed to ensure its effectiveness.

Feedback: Feedback from staff and parents will be considered in the review process to improve the policy.

Date: October 2024

Review Date: July 2025