



Staff Absences' Policy

Policy Statement

Grace Park Montessori recognizes that from, time to time, staff may have to be absent from work. The service will have arrangements in place at such times to ensure that the pre-school remains staffed, adequately, and that adult/child ratios are maintained.

Principle

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations, 2016*, the *Workplace Relations Act 2015* and the *Organization of Working Time Act 1997*,

Rationale

In the event of a staff member being absent, Grace Park Montessori has relief staff 'on call' to deputize as a relief worker to cover the staff member's place.

- Adult/child ratios for each room are maintained.
- Arrival and departure times for staff are observed.
- There is an agreement between staff and management on how much notice is required in advance of leave requested.
- Records are kept for on-call relief staff who are available to cover planned staff absences and emergencies which includes their qualifications, Garda vetting and two written references which are followed up by telephone calls confirming the relevant name, address, contact telephone numbers and photographic ID.

This policy should be read in conjunction with our Risk Management Policy and Staff Training Policy Recruitment Policy and Complaints policy.

Józefa Chrobak

Directress

Reviewed on:	14 January 2023
Reviewed on:	
Reviewed on:	
Reviewed on:	

