

## **Absence of the Manager Policy**

At “Little eco steps” Deputy Leader or Team Leader are at present at all times. All planned and unplanned absences by the person in charge, regardless of duration, covered under the agreed deputising arrangements in out of school club. The designated deputy reflect the management structure and therefore will have appropriate levels of experience and qualification.

Those currently employed in a deputy manager or other child care role are agreed with the employer to complete a Level 5 qualification.

All leaders have a current Safeguarding and Child Protection Certificate.