**Absence of the Manager Policy**

At “Little eco steps” Team Leader (Kerry Murphy) or Deputy Leader (Catherine McGrath) are at present at all times.

All planned and unplanned absences will have cover or else we will have to make other arrangements. 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 designated child protection training.

Reviewed January 2022