

# Fun 4U Club

## 2 Absence of Manager Policy

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### Principle

Fun 4U Club believe that the basic principle of a good management structure is vital for a child care facility to function well. Ensuring that each member of Staff knows their line manager and the chain of responsibility, helps to insure the safety and wellbeing of staff and children alike.

### Statement of intent

Fun 4U Club believes that

- There should be a responsible person in overall charge of the facility at all times.
- There must be a chain of responsibility and all staff must be aware of this chain
- The management of staff must always lie with an experienced and responsible person
- Each member of staff must know who they should report to in the event that the Manager is absent.

### Procedure

The following points will ensure the smooth running of a professional management structure at Fun 4U Club.

- In the event that a Manager is going to be absent from the facility for any period of time, they must inform their deputy leader before leaving the facility.
- The Manager must inform their deputy leader of any information needed to be passed on to parents when they collect their children
- The Manager must be briefed of any correspondence or incidents that may have taken place in their absence, immediately on their return. Any written documentation must be shown to the manager upon return.
- If the Manager is to be absent for the rest of day they must make sure, the person left in charge have the facility phone and keys to secure the facility when closing. A text is to be sent to the manager at time of lock up and status of facility.
- In the event of the Manager being absent through illness/annual leave the Deputy Leader will take over management responsibility until their return or if needed until a suitable replacement is recruited. During this period of time all information regarding the children and staff is to reported to Head Office daily 02837552713/ fun4uclub@btinternet.com
- All changes to staffing rotas must be approved by the General Manager Stephen Martin.