

ABSENCE OF THE AFTERSCHOOL CLUB LEADER

A high adult to child ratio is essential in providing good quality care and education and to ensure sufficient individual attention for each child.

We have at least one member of staff to each eight children for the age range 3-11 years

If the After-School Club Leader (Naomi) is absent for any reason the NVQ Level 3 qualified deputy (Lyndsay) will take over for that period. If both the After-School Club Leader and Deputy are absent a Level 3 qualified member of staff will be necessary to act temporarily as Leader providing adequate planning is in place for the required period.

The After-School Club will close if a NVQ Level 3 staff member is not available or if the adult: child ratio is not met. A staff member currently studying for a Level 3 qualification will be deemed suitable to take over temporary Leadership. If both After-School Club Leader and Deputy are away, details will be sent, beforehand or as soon as possible in the case of an emergency, to the school principal - Des (028 406 62572)

Details of any staff member currently studying for a NVQ Level 3 Qualification will be held on file indicating the start/end points of the course studied and all necessary information about the course.