

## **ABSENCE OF THE MANAGER POLICY**

In the absence of the Manager, the deputy Manager would ensure that high standards of care continue to be provided to the children.

This includes ensuring that all policies and procedures are upheld including but not limited to:

Staff effectively deployed throughout BASK

Ensure food hygiene standards are being maintained

Ensure security of the children are upheld

Liaising with parents/carers as appropriate

Accurately maintain BASK's registers and documentation concerning health and safety and child protection

Uphold BASK's confidentiality policy

Ensure planning for the individual needs of each child is maintained to a high standard

**Any other task that could be reasonably expected of a manager including but not limited to:**

Understand and fully implement the policies and procedures

Ensure staff are aware of the policies and values.

Share good childcare practice with colleagues, display exemplary behaviour and act as a role model.

Provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment

Organise activities, both inside and outside, which encourages creativity, development, co-ordination, independence and self-expression through play

Be aware of Safeguarding issues and follow BASK's Safeguarding procedures

Ensure close monitoring of children about whom there are concerns

Fully comply with the outside policy to ensure the safety of children outside BASK's premises.

Co-operate in the implementation of the health and safety policy and ensure that the environment meets health and safety standards

**Contact numbers:**

<b>Name</b>	<b>Contact No</b>
Social Services Emergency Duty Team	01475 715365 / 00800811505
Care Inspectorate	0345 600 9527

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<b>This policy was adopted on</b>	<b>Signed on behalf of BASK</b>	<b>Date for review</b>
17th August 2023	Andy McEwing	August 2026