



Ballygawley Early Years Playgroup

Absence of the Leader Policy

The Management Committee and the Playgroup Leader will ensure that appropriately qualified staff have been employed and the correct adult-child ratio is present at all times. The management committee adhere to the requirements set by the registration body (Social Services).

- To ensure the smooth and safe running of the playgroup, the Management Committee has appointed Gillian Robinson as the Playgroup Leader and Jade Parker as the Deputy Leader. As both of the above are currently on maternity leave, Rachel Pike will act as playgroup Leader September 2025 - June 2026.
- In case of absence of the Leader, the Deputy Leader will act as Leader until the Leader returns. The Deputy Leader role should be passed to 2nd in charge from the Deputy Leader.
- To be able to have the correct ratio, relief, vetted and inducted staff have been appointed and can be called upon as and when needed.
- If the correct ratios of staff to children cannot be maintained, the setting will close until alternative arrangements can be made. All staff involved will follow the Emergency Plan Policy.

This policy was adapted at a meeting of our playgroup held on the 1st September 2025.



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Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2025

Signed:

(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies:

- Emergency Plan policy
- Safeguarding Children and Child Protection policy