

Staff Absences Policy

Tir na nOg Preschool undertakes to have arrangements in place to ensure that the service is adequately staffed at all times. Absences include annual leave and/or unpaid leave.

- The preschool regulations require a ratio of 10:1, which means there must be one adult for every ten children, and a minimum of two adults present at all times. We normally operate a maximum ratio of 7:1 with three adults present the majority of the time. This leaves us in a very comfortable position should a member of staff have to take time off unexpected for any reason.
- Ailish Coogan, Ger Elliott and Jo Tuite are all able to deputise for Anne as the designated person in charge should she not be available at any time.
- We have daily and weekly staff rosters in place.
- We have several relief staff available to cover both planned staff absences and emergency absences.
- All planned absences are notified to Anne as soon as they become known and arrangements are put in place with relief staff.
- Emergency absences are notified to Anne as soon as possible by means of telephone calls. Because of our normal ratio of 7:1, where we normally have three staff present, we usually are covered for all emergency absences but we do have relief staff who are available to us at very short notice if required. They live close by and their contact details are in the preschool building.