# The St Michael Steiner School

## Kindergarten Staff cover policy

Our Early Years team comprises two full time kindergarten teachers, one part-time kindergarten teacher (three days/week), two full time assistants and one part time assistant (four days/week).  In the event that more than two members of staff are off at any one time, illness and absence of teachers is covered by other staff, qualifed Waldorf teachers/Early Years staff who have worked at our school in previous years and are available for occasional 'supply' work and in emergencies.  Occasionally, and if appropriate for a given situation, parents will be asked.

The School administrator is to be advised of any teachers' absences as early as possible and by 8am at the latest.

In the unlikely event that we are unable to provide enough qualified staff to care for the children safely, parents are to be notified of closure of the kindergarten by members of staff.  Class reps may be called upon to do this.

**Teacher absences**
When possible, parents will be informed that the teacher will be absent, and will be told who is covering.  We hope that no family should be inconvenienced by a teachers' absence.  At the teacher's discretion, some children may join one of the other classes.  If a child needs 1:1, the parent may be asked to attend the session or the parents may keep their children at home.

**Assistant absences:**
If an assistant is to be absent due to illness or training, they should inform the kindergarten teachers as early as possible.  If the absence is planned, the assistant will try to arrange cover from colleagues or a person from the supply list and inform the teacher and administrator of the outcome.

**Supply Staff**
Supply staff consist of available part time teachers, assistants, after school care staff and occasionally, in an emergency, parents who have been police-checked.  If all else fails, parents who have not been police-checked may be asked to assist, on the understanding that they are not left alone with the children under our safeguarding guidelines.

*Reviewed  August 2016*