

The St Michael Steiner School Early Years Early Years Staff cover Policy

Our Early Years team comprises two full-time kindergarten teachers and three full-time assistants. 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, qualified Waldorf teachers/ Early Years staff who are known to the school and are available for 'supply' work and in emergencies. Occasionally, and if appropriate for a given situation, parents will be asked.

The school reception is to be advised of any teachers' absences as early as possible and by 8 am at the latest by the absent teacher.

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 child or their family should be inconvenienced by a teachers' absence. At the teacher's discretion, some children may join one of the other classes or both kindergarten groups may be brought together for the morning. If a child needs 1:1 support, the parent may be asked to attend the session or to keep their child 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 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 DBS-checked. If all else fails, parents who have not been DBS-checked may be asked to assist, on the understanding that they are not left alone with the children under our safeguarding guidelines.