

Forres Sandle Manor (EYFS) Policy

Policy Title	Deputisation
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

DEPUTISATION

General Welfare Requirements: Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1. Child development 2. Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child 3.3 The learning environment 3.4 The wider context	4.1 Play and exploration 4.2 Active learning 4.3 Creativity and critical thinking

POLICY STATEMENT

Providers must ensure that there is named deputy who, is capable and qualified to take charge. Mrs TJ Spottiswood is Head of Pre-Prep and Mrs Bev Kendall is the Manager of the Nursery.

PROCEDURES

- Mrs Sarah Holdom will deputise for Mrs Spottiswood in the EYFS within the Pre-Prep.
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- Miss Hannah Cave will deputise for Mrs Kendall in the Nursery.
- All such deputisations will be supported by the SLT and by Mrs Rachel Wolfenden.