

## LATENESS POLICY

### Safeguarding & Welfare Requirements: Suitable People & Child Ratios

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. Staffing arrangements must meet the needs of all children and ensure their safety.

## POLICY STATEMENT

The Pre-school operates within strict guidelines regarding staff – child ratios and it is imperative that all staff are present as expected in order to ensure the safeguarding and well-being of the children in our care.

## Procedures

Persistent lateness is disruptive for remaining staff members and may have a knock-on effect to the parents and children who use our service. Therefore all staff are expected to arrive at work on time (usually 8.45am). Staff members are expected to notify the Manager as soon as possible when they are running late, and advise the manager of their estimated arrival time; this is in order that any necessary cover may be arranged. Staff must ensure they speak with the Manager once they arrive at Pre-school and are ready to start work.

All staff are expected to sign in on arrival at the Pre-school. The staff register is kept with the Fire Evacuation procedure by the front entrance. Any staff not signed in at the time this is checked by the Manager (following the completion of class registration), will be signed in as arriving at 9.00am and will be paid from that time only. They will also be considered to have arrived at work late.

Persistent lateness is a serious work performance issue. Any member of staff arriving late on three occasions within one month will be expected to attend a one-to-one meeting with the Manager. St Eval Pre-school recognise that persistent lateness is often as a result of difficult personal issues and will endeavour to support the employee.

Designated Lateness Co-ordinator: [Rachael Richards](#)

## Further Guidance

Employee Handbook (2012)

Recruiting & Managing Employees (2011)

This policy is reviewed annually, next review date: March

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
committee

Date:

