

SUFFICIENT STAFF POLICY

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Sufficient Staff

LEAPS Suffolk recognise that the safety and welfare of all attendees is paramount. We endeavour to ensure we have sufficient staffing levels at all times. However due to staff sickness this may not always be possible, in the event of this happening we will:

- Assess the situation and the level of needs that the attendees have.
- Try to find staff cover but this may not always be possible
- The manager will telephone the parents to inform them of the situation at the earliest opportunity
- If adequate cover cannot be provided, we will inform parents that their child will not be able to attend the Club and outline the reason why. A refund will be offered for that session