

Polasaithe

Naíonra Céimeanna Beaga

Polasaí 31: Cumhdach i gcás
Neamhláithreachta / Absence Cover



Gleann Aibhne,

Br. An Ghoirt,

Inis,

Co. an Chláir.

Stiúrthóir: Katie Uí Chaoimh, Fón: (086) 2114881

r-phost: naionragmc@gmail.com

Suíomh gréasáin: www.gmci.ie/naionra

Version	1.0
Date	Nov 2018
Policy Number	Policy Number 31
Owner	Naíonra Céimeanna Beaga
Validity and document management	<p>This document is valid from Nov 1 2018.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Nov 2018.</p> <p>Signed by: <i>Katie Uí Chaoimh</i>; Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

1. Cumhdach i gcás Neamhláithreachta

Rialacháin an Achta um Chúram Leanaí, 1991 (Seirbhísí Luathbhlianta), 2016

Cinntear go bhfuil cumhdach foirne i gcónaí agus go gcoinnítear an tseirbhís de réir na cóimheasa páistí is baill foirne mar atá leagtha síos i Rialacháin an Achta um Chúram Leanaí, 1991 (Seirbhísí Luathbhlianta), 2016. Ní fheidhmeoidh an tseirbhís muna bhfuil an líon cuí de bhaill foirne ar fáil. Feidhmeoidh an tseirbhís i gcónaí de réir na gcóimheas cuí.

Táthar ag súil go dtiocfaidh na baill foirne chuig an obair gach lá ach amháin má tá siad fágtha ar éagumas de bharr breoiteachta, neamhláithreachta le cead roimh ré ón mBainistíocht nó neamhláithreachta atá dosheachanta ar bhealach ar bith eile. Tá sé riachtanach go bhfuil líon sásúil oibríthe cúram leanaí ag an tseirbhís chun aire a thabhairt do na páistí. Dá bhrí sin, tá sé riachtanach go gcloíonn na baill foirne ar fad leis na nithe seo a leanas i gcás breoiteachta pearsanta.

Déanfaidh fostaithe:

- Níor chóir d'fhostaithe a bhfuil tinneas tógalach orthu i.e. gaistreintríteas srl. obair leis na bpáistí agus ba chóir an duine i bhfeighil a chur ar an eolas láithreach.
- Muna féidir le fostaí teacht ag an obair, ba chóir glaoch isteach agus labhairt leis an duine atá i bhfeighil ar an lá sin roimh 7am.
- Má tá fhios ag an bhfostaí go mbeidh siad as láthair an lá roimh ré ba chóir glaoch a chur ar an duine i bhfeighil roimh 8pm.
- Agus iad ag labhairt leis an mbainistíocht ba chóir don fhostaí an cineál breoiteachta, an fad féideartha agus cén uair a bheidh siad ar ais ag an obair a chur in iúl. Ceanglófar ar fhostaithe chomh maith labhairt leis an mbainistíocht ar an lá neamhláithreachta nó ar an lá sula bhfuil siad ceaptha dul ar ais

ag an obair. Caithfear dul i dteagmháil leis an mBainistíocht sula ndúnfar an tseirbhís le dearbhú go mbeidh siad ag dul ar ais ag an obair. Tabharfaidh sé seo go leor ama don bhainistíocht cumhdach a shocrú muna bhfuil tú tagtha chugat féin go hiomlán agus muna féidir leat filleadh ar an obair de bharr sin.

- Ní slí oiriúnach iad ríomhphostanna, glórphoist agus teachtaireachtaí téacs chun an t-eolas seo a chur in iúl agus má dhéantar seo d'fhéadfaí beart araíonachta a agairt.
- Sa chás go bhfuil duine as láthair ar feadh 5 lá oibre nó tréimhse níos faide, caithfidh an fostaí teastas dochtúra a thaispeáint don Bhainistíocht.
- I gcás breoiteachta tromchúisí caithfear teastas a chur ar fáil go míosúil ach amháin má tá socrúithe eile faofa ag an mBainistíocht.
- Forchoimeádann an Bhainistíocht an ceart fostaí a chur ar aghaidh chuig dhochtúir nó chuig lia sláinte ceirde atá ceaptha agus íoctha ag an gcomhlacht, agus d'fhéadfadh scrúdú liachta a bheith i gceist. Is féidir é seo a dhéanamh chomh maith má tá fostaí ag filleadh ar an obair tar éis breoiteachta tromchúisí nó fadréisí nó má tá ábhar imní ag an bhfostóir maidir le sláinte agus leas an fhostaí sin.

Cinnteoídh an Bhainistíocht:

Go bhfuil 6 stiúthóir ann, mar sin beidh beirt i gcónaí in ann seasamh isteach.

- Go bhfuil ionadaí láncháilithe ar fáil le freastal ar éigeandálaí.
- Go bhfuil aon bhall foirne ionaid nó sealadach cáilithe go cuí agus go ndearna an Garda Síochána grinnfhiosrúchán orthu.
- Go gcloítear le polasaí breoiteachta na seirbhís.
- Go sásaítear na cóimheasa daoine fásta is páistí Rialacháin an Achta um Chúram Leanaí, 1991 (Seirbhísí Luathbhlianta), 2016 i gcónaí.

CINEÁL SEIRBHÍSE:	RAON AOISE:	CÓIMHEAS DAOINE FÁSTA/ PÁISTÍ:
SESSIONAL	3 – 5 bliana / 8 mí	1:11

DUINE I BHFEIGHIL:

Is é an Bainisteoir an duine atá i bhfeighil ar an tseirbhís. Má tá sé/sí as láthair beidh an leas-bhainisteoir i bhfeighil.

Ní oibreimid riamh taobh amuigh de na cóimheasa thuasluaite. 2: Absence Cover

Child Care Act 1991 (Early Years Services) Regulations 2016.

We will ensure that there is always staff cover and that the service is maintained according to the child/staff ratios as set down by the Child Care Act 1991(Early Years services) Regulations 2016.The service will not operate if the appropriate number of Staff is not available. The service will always operate within the appropriate ratios.

Staff are expected to report for work each day unless incapacitated by illness, absent with the prior permission of Management or otherwise unavoidably absent. It is essential that the service has an adequate number of childcare workers to care for the children. It is therefore essential that all employees adhere to the following in the event of personal illness.

Employees Will:

- Employees suffering from a contagious illness should not work with children, i.e. gastro-enteritis, etc. and must inform the person in charge immediately.
- If unable to attend work, employees must phone in and personally speak the person in charge on the day of absenteeism before 7am.
- If an employee knows they will be absent on the day before they should telephone and speak to the person in charge by 8pm.
- When speaking with Management employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees speak with Management either on the day of absenteeism or the day before they are due to return to work before the service closes in order to confirm that they will in fact be returning to work. This will give management sufficient time to arrange cover if you are not fully recovered and are unable to return to work due to this fact.
- Emails, voice mails or text messages are not an appropriate way of conveying this information and to do so may invoke the disciplinary process.
- In the event of an employee being absent for 5 or more working days, the employee will need to present a doctor's certificate to Management.
- In the case of long-term illness, a certificate must be provided monthly unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the company, which may involve a medical examination. This may also be the case when an employee is returning to work after a prolonged or serious illness or where the employer may have concerns about the employee's health and wellbeing.

Management will:

- Have 6 stiúthóir, therefore, there are always be 2 available to step in.
- Have a fully qualified substitute available if emergency arises.
- Ensuring that all relief/temporary staff are suitably qualified and Garda vetted.
- Ensuring that the service sick policy is adhered to.
- Ensuring that appropriate adult child ratios are met according to the Child Care Act 1991(Early Years services) Regulations 2016 at all times.

SERVICE	AGE	ADULT/CHILD RATIO
SESSIONAL ECCE PLACES	3 years to 5 years 8 months on 31 st August	1:11

Person in Charge:

The Manager is the person in charge of the service. In their absence the deputy will be in charge.

We will never operate outside ratios.