



SUFFICIENT STAFF POLICY

Policy title	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 or other situations, 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 and make changes where needed. This is to ensure we can deliver our sessions safely at all times
- Try to find staff cover but this may not always be possible
- If adequate cover cannot be provided, the manager/session lead will inform the parent that their child will not be able to attend the session as planned and outline the reason why.
- A credit will be offered for that session