

## Deputising statement

Holders of posts with the pre-school, such as the Pre-school Manager and the Chair of Trustee, are sometimes referred to in policy statements. Where such a post is identified, there are deputising arrangements for those times that the post-holder is absent or otherwise unavailable.

In particular:

- The Deputy Manager deputises for the Manager, in his/her absence. Where neither the Manager or her Deputy are available for a period of time, a Senior Practitioner acts as 'Duty Manager'.
- The Vice Chair deputises for the Chair of Trustees, in his/her absence. Where neither the Chair or the Vice Chair are available for a period of time, another trustee fulfils the required duties.

This policy was adopted by Lavenham Preschool *(name of provider)*

On February 2026 *(date)*

Date to be reviewed February 2027 *(date)*

Signed on behalf of the provider



Name of signatory Roy Mawford  
Role of signatory (e.g. chair, director or owner) Chair of Trustees