



Absence of Manager Policy

Aim:

- To ensure at all times there is a responsible, qualified and professional person on site or available.

Procedure:

- Under normal circumstances the Manager of Venture Kids at Oakland, Risa Rylander, will always be on site.
- Under normal circumstances the Manager of Venture Kids at Knock, Siobhan McIlwaine, will always be on site.
- Risa has the qualifications as deemed necessary by the Belfast Trust and has completed her Level 5 Diploma in Playwork.
- Siobhan has the qualifications as deemed necessary by the Belfast Trust and has completed her Level 5 Diploma in Playwork.
- In the absence of the Manager, the Deputy Manager (Frazer McIlwaine or Danielle Carlin) will assume overall responsibility. Frazer is in the process of completing his Level 5 diploma in Playwork, and Danielle has completed her Level 5.
- The deputy manager will have direct access to either manager and will be supported in the setting by all other colleagues.

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
--------------------------------	--------------