



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, Siobhan McIlwaine or Risa Rylander, will always be on site.
- Under normal circumstances the Manager of Venture Kids at Knock, Frazer McIlwaine, will always be on site.
- Siobhan and Risa have the qualifications as deemed necessary by the Belfast Trust and have both completed their Level 5 Diploma in Playwork.
- Frazer has the qualifications as deemed necessary by the Belfast Trust and has completed his Level 5 Diploma in Playwork.
- In the absence of the Manager, the Deputy Managers (Kathryn Johnston or Michelle McCullough) will assume overall responsibility. Michelle is registered to commence her Level 5 diploma and Kathryn has completed her degree from Stranmillis College in Early Childhood Studies.
- 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: 4/7/21
Reviewed by: Siobhan McIlwaine	Date: 30/6/22
Reviewed by: Siobhan McIlwaine	Date: 9/6/23
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