**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Absence of Manager Policy**

1. Childcare Services at Queen’s are committed to the delivery of a safe and viable Childcare Service for the children of staff and student parents at Queen’s University.

In doing so, we have put measures in place to deal with any disruptions to the service that may arise due to the absence of the Childcare Manager or Deputy Manager. Our current structure is as follows:

Interim Head of Service/Childcare Manager

11 College Gardens

Deputy Childcare Manager

11 College Gardens

Deputy Childcare Manager

11 College Gardens

In the absence of the Childcare Manager, a Deputy Childcare Manager will cover the position for the period of absence. In turn, a suitable person/supervisor will cover the Deputy Manager position. An additional student assistant will be rostered in to help for the period required.

In preparation for the above our suitable person/supervisor, will update Designated Officer Training in Child Protection. The Fitness to Practise interview with our Link Social Worker has been completed. A second suitable person/supervisor will be identified in Academic Year 2022/23.

Action points are as follows:

* To check status of Designated Officer Training of current suitable person and schedule course to attend, if necessary.
* To identify a second suitable person/supervisor.
* To provide Designated Officer Training to the identified second suitable person/supervisor and arrange Fitness to Practise Interview with our Link Social Worker.