

**POLICY NO 21 Person in Charge and Deputy Policy****Rev 6 DATE: 16.08.2021**

Throughout the opening hours of the Centre there shall be a designated person in-charge at all times in accordance with HSE Pre-School Regulations (2006).

When the Manager is absent, the Deputy Manager will be in charge, if the Manager and the Deputy Manager are absent then one of the Supervisors or Team Leaders will deputise. If this appointed Supervisor or Team Leader is absent from the building he/she is then to deputise one of the other Supervisors or Team Leader in charge during her absence.

If there is no Supervisor/Team Leader or member of management in the building a senior member of staff will be in-charge, this will be previously agreed with management or supervisors.

It is also possible that the Manager or Deputy Manager will be off site but available through phone contact if required.

Persons authorised to be in charge:

1. Manager
2. Deputy Manager
3. A Supervisor
4. Team Leader
5. A designated member of staff

The person in charge is charged with making any necessary decisions for the safety and welfare of the children in our care and also the staff members working at the centre. This person will also be the lead person in the event of a fire evacuation being required.

The person in charge, in normal circumstances will also be noted with the name of such person displayed at our reception desk for anyone who is required to know.

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**(On behalf of the Board of Directors)**