

**123 AFTER SCHOOL CLUB
ABSENCE OF THE MANAGER POLICY**

The aim of the 123 Club is to provide a safe and secure environment for the benefit of children, parents and staff.

The 123 Club recognises the importance of providing and maintaining a safe environment for children, parents and staff members, the requirement that there are adequate levels of staff to meet ratios and that there is both a Manager and Deputy manager available.

Where the Manager (MICHELLE SCOTT) is absent then this post will be covered by CIARA WOODS.

Ciara holds a Level 5 Diploma in Leadership for Children's CareLearning and Development, is paediatric First Aid trained and holds a Designated Officer Certificate.