



Staff Responsibilities

Designated person for **Safeguarding: including Prevent Lead**

Manager- **Michele Dann** In her absence Deputy Manager **Amanda Lorrimer**

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Designated person for **Food and Hygiene:**

Amanda Lorrimer-Roberts

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Person responsible for **First Aid:**

Manager- **Michele Dann** In her absence Deputy Manager **Amanda Lorrimer-Roberts**

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Person responsible for **Special Educational Needs SENCO:**

Michele Dann (Manager)

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Person responsible for **Behaviour Management:**

Michele Dann

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Person responsible for **Children in Care:**

Manager- **Michele Dann** In her absence Deputy Manager **Amanda Lorrimer-Roberts**

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Person responsible for overseeing **Health and Safety matters:**

Deputy Manager **Grace Claypitt**

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Person responsible in case a **Child goes Missing:**

Manager- **Michele Dann**

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Person responsible for **Non-Collection of child**

Manager- **Michele Dann** In her absence Deputy Manager **Amanda Lorrimer-Roberts**

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Person responsible for **Children being collected late:**

Manager- **Michele Dann** In her absence Deputy Manager **Amanda Lorrimer-Roberts**

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