**Management Structure Policy**

The Nursery Manager, who would usually be supernumerary, has overall responsibility of the nursery. In the absence of the Nursery Manager, the Deputy Manager would assume the overall responsibility of the nursery. In the case that neither were present the responsibility would fall to the Senior Early Years Practitioners.

In the event that neither the Nursery Manager nor Deputy Manager were present, the Senior Early Years Practitioner on the earlier shift would assume overall responsibility of the nursery, upon finishing their shift, the other Senior Early Years Practitioner on the late shift would take over.

Rainbow Nursery will do everything to ensure either the nursery manager or deputy manager is present at all times, however on occasions this may not always be possible due to staff leave or sickness.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*