

Auchinairn Early Years Centre



Senior Management out of Buidling Policy

On the rare occasion that all four senior management team – Head of Centre, Depute Head of Centre and two Senior Early Years Workers are out the building, the following procedures should be followed in the event of an **Emergency** or **Concern**.

If possible, call the Head of Centre or Depute Head of Centre in the first instance

**Michelle Durham – 07899681929**  
**Lauren Brown – 07800936324**

or

**Elaine Campbell - 07766398193**  
**Devlin Ryan - 07702082177**

In an emergency please call -

**Leona Stewart (QIO) for advice – 07901517393**  
or  
**Yasmin Ashby (Senior QIO) -07771705589**

For advice – **Isabel Bott (Cleddens EYC) or Michelle Baxter - 01419552292**

In a Child Protection emergency – call Social Work 0141 777 3000 and contact Michelle or Lauren.

UNCRC: Article 3  
Care Standards: 1.1, 1.2, 2.1, 3.3, 4.3  
HGIOEC – 1.5, 2.1, 3.1

This policy has been created after consultation with staff

Signed: \_\_\_\_\_

May 2024