



## WORKING PROTOCOL FOR ABSENCE

In the event of unforeseen absence of the Director of the Prout Bridge Project, the responsibility for the day to day running of the charity will be taken by the Youth Work Manager.

All finance, administration and general communication will continue with the Prout Bridge Project's designated member of staff.

Safeguarding incidents will be covered by the deputy safeguarding lead and concerns raised shared with the Chair to the Trustees and the designated Trustee for safeguarding.

In the event of no-one being available to ensure effective, safe running of the project, the Prout Bridge Project would close down until further notice.

Dated: 23<sup>rd</sup> June 2023 Updated: 9<sup>th</sup> January 2024

Charity No: 1169903