

Policies and  
Procedures

March 2008



the big space

Melrose Primary Out-of-School Club

## Policies and Procedures

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## 1 Statement of Aims and Objectives

We aim to offer before- and after-school care and holiday care to children aged 4 to 12 years.

We aim to offer play and education opportunities that are both fun and challenging. We will promote the dignity, privacy, choice, safety, potential, and diversity of all users and staff of the Club.

We will achieve these aims in the following ways:

- 1.1 We will promote policies and procedures by following the guidelines at all times; copies will be available for parents/carers. Policies will be reviewed regularly to ensure we meet the current legislation at all times. The Club will employ competent and confident staff that have been appropriately vetted.
- 1.2 We will ask for two appropriate written references, a medical letter of fitness for post, and an enhanced disclosure check before a post is offered. We encourage lifelong learning and would support all members of staff to reach their next level of qualification, (as referred to in the Scottish Social Service Council code for employers) and be registered with SSSC and follow codes of practice.
- 1.3 The Club will provide a balanced range of activities, taking account of the ages, development needs, interests and hours and pattern of attendance of each child and young person. The Club is run by competent childcare workers with experience of running a stimulating and safe service.
- 1.4 The committee and staff are committed to working alongside the staff at Melrose Primary School, Scottish Borders Out-Of-School Care Network and the childcare partnership.
- 1.5 The Club will operate a self-evaluation scheme as a means of ensuring continuous improvement and will involve all staff and users in the process. We will do this by ensuring staff have regular appraisals and that everyone at the Club - children, carers and workers - are involved in aiming high.
- 1.6 The Club's management will supervise the activities of its staff through keeping regular contact and developing a system of supervision and staff development.
- 1.7 As in 1.1 we will engage with parents/carers in a friendly manner, and we will be happy to discuss any aspect of our Club activities. We will promote positive behaviour at all times.
- 1.8 The Club will be open and transparent in all of its activities.
- 1.9 The Club will take account of local, national and Scottish Borders Out-Of-School Care Network guidance in its activities.

## 2 Absence Policy

The Big Space strives to run an efficient and well managed facility. To achieve this we require all staff to follow our absence procedure to the letter.

We can achieve this by:

- 2.1 Ensuring on first instance of absence the Club Manager is notified. This is so that staff/child ratios are adhered to at all times.
- 2.2 All absence days being covered with a self certificate, this will be required to be completed on your return to work. These will cover absences for up to seven days.
- 2.3 Absences exceeding seven consecutive working days will require a doctor's medical certificate.
- 2.4 In the event of hospitalisation the Club requires to be informed as soon as possible.
- 2.5 Staff sick days will be recorded on their 'absence monitoring chart'.
- 2.6 Staff sick pay entitlement, being accessed in our employee handbook.

### **3 Manager's Procedure**

- 3.1 On first notification of absence of a staff member, manager/person in charge will check bookings for that day and ensure staff/child ratios will be sufficient on each day of the absence.
- 3.2 The relief staff list will be accessed.
- 3.3 With the result of the relief/supply list being exhausted the chairperson will be notified of the situation and a decision will be made on relevant staffing.

#### **Manager's Absence Procedure**

- 3.4 Delegate jobs (when possible i.e. before holiday leave)
- 3.5 Check office diary and practitioners share responsibilities.

#### **Responsibilities to Share**

If unsure at any point contact the chairperson for advice.

## 4 Registration and Booking Policy

The Big Space welcomes applications from the parents/carers of children and young people aged from 4 to 12 years.

Our Registration and Booking Policy is governed by the following principles:

- 4.1 We will work in partnership with parents/carers in caring for your child. Our staff will have both the time and the training to welcome you and your child to our Club.
- 4.2 You will be provided with sufficient information about the Club and its operation to enable you and your child to make an informed choice about the Club. You will be encouraged to make at least one pre-admission visit and your child can attend for one complete session prior to taking up a place.
- 4.3 Allocation of places is based on equality and fairness.
- 4.4 Places are offered on a first-come-first-served basis.
- 4.5 When the Club is full, a cancellation/reserve list will be put in place. Places will then be allocated on a first-come-first-served basis.
- 4.6 Information provided by you about your child will be treated confidentially and kept safe.
- 4.7 A registration form for each child must be completed prior to the child attending. This notes general and medical details and named responsible adults nominated to collect the child(ren).
- 4.8 If someone other than the named responsible adult detailed on the registration form is to collect your child(ren), club staff must be informed by the parents/carers in person or by telephone. The person who collects the child will be asked for the password agreed and noted on the registration form.
- 4.9 A Booking Form for each child must be completed before his/her place can be confirmed, unless the booking has been agreed at short notice after telephoning the Club Manager, when a Booking Form must be completed retrospectively. Booking Forms are available from the School Office, the Club staff or can be printed off the website.
- 4.10 We would advise parents/carers to make all bookings as far as possible in advance avoid disappointment. Although we aim to be as flexible as possible in accommodating your childcare needs, whether these are regular requirements or more short notice, places will always be on a first-come-first-served basis.

## 5 Accident and Incident Policy

The Big Space is committed to ensuring that children and young people attending the Club do so in a safe environment that is in line with all relevant legislation.

To this end the Club's management will ensure that:

- 5.1 The Club has a Health and Safety Policy that involves the use of regular risk assessment and regular maintenance of premises and equipment.
- 5.2 The Club's management and appropriate staff are knowledgeable about all relevant health and safety legislation and their responsibilities in law.
- 5.3 There will be at least one staff member on duty at all times who holds a recognised, current First Aid Certificate.
- 5.4 An Accident and Incident Recording folder is available each time the Club is operational.
- 5.5 All accidents/incidents involving children/young people/staff/anyone within the Club's premises are recorded.
- 5.6 All accidents/incidents involving children and young people are reported to The Big Space Manager. Parents and carers are informed verbally, and given the option of receiving the incident/accident details in writing. All accidents and incidents are recorded on an incident form. These are available for inspection by the Care Commission.
- 5.7 All accidents/incidents to staff and others that require to be reported to another authority are duly reported.
- 5.8 Any injuries to a person involving the Club's premises, materials or equipment must be reported to The Big Space Manager and chairperson and noted in the incident report form.
- 5.9 All equipment designed to either prevent an accident/incident or designed to tackle an accident/incident will be regularly maintained.
- 5.10 The Club's no smoking policy is adhered to at all times – No Smoking.



## 6 Administration of Medication

The Big Space staff are willing to witness children taking their own medicine, for example inhalers for asthma. We are prepared to administer medicine as long as the appropriate paperwork is complete. Parents must inform The Big Space Manager and complete a permission form each time medicine is to be given. Staff can only administer medicine which has been prescribed by a doctor. Medicine should be handed directly to a staff member by the parent/carer. Children should not carry prescribed (unless it's an epi-pen) or non-prescribed medicine in his or her school bag. Staff are willing to provide this service on a voluntary basis and are able to refuse if they are uncomfortable, not trained to do so or do not feel that they are being provided with enough information about the medication.

## 7 Prevention of Infection, Illness and Attendance

It would be helpful if you could give us advanced notice if your child is going to be absent from the Club. In the case of illness, you should telephone the Club Manager to inform us of absence. Even if your child wants to come back to the Club we would ask that you please keep him/her at home until he/she is completely well.

We should also be informed if your child is absent due to having contracted an infectious illness such as German measles, chickenpox, etc. because of the risk to pregnant women.

If your child is showing symptoms of vomiting and/or diarrhoea the public health board recommend the child stays off for a minimum of 48 hours, so as to prevent spread of infection. The Big Space also asks you adhere to this.

If your child is ill when we collect them from school or becomes ill throughout the session then we will use the emergency contact given on the Registration Form and would expect the child to be collected, depending on the time scale, i.e. if they are due to be collected 10 minutes after becoming ill, then original pick-up will take place.

In the event that staff suspect a case of head lice, we will talk privately with the child's parent(s)/ carer(s) and ask them to check. If there is evidence of head lice, i.e. eggs or lice, they should treat their child's hair before they next attend the Club.

## 8 Appraisal Policy

The Big Space is of the opinion that a good staff appraisal system helps both employees and employers to better themselves and therefore the Club.

To achieve this Club staff will:

- 8.1 Follow the SSSC Codes of Practice and care commission standards.
- 8.2 Have a formal appraisal with the chairperson once a year to make a personal development plan or action plan which will help to focus on their strengths and weaknesses. Then review these in 6 months.
- 8.3 Each member of staff will meet with their Line Manager for staff supervision on a monthly basis, where we will sit down and discuss the general running of the Club and evaluate our performance.
- 8.4 Use the committee to support the appraisal system and the manager in this role.
- 8.5 Be able to arrange meetings as requested.
- 8.6 Keep written records of those meeting/plans in staff folder in a confidential drawer.

## 9 Promoting Positive Behaviour

The Big Space aims to promote positive behaviour by treating everyone connected with the Club with dignity, respect, equality and fairness at all times: by creating a safe and secure environment free from bullying, harassment and discrimination; by ensuring that users are free from exploitation and abuse, with no recourse to physical punishment in any situation.

We will achieve this by:

- 9.1 Valuing each child and young person as an individual.
- 9.2 Ensuring that staff interaction with children and young people builds confidence, encourages learning new skills, and values the contributions of children and young people.
- 9.3 Working with parents to promote positive behaviour and deal with difficult behaviour.
- 9.4 Encouraging the participation of children and young people in the life and work of the Club (suggestion box, and discussions with children).
- 9.5 Ensuring that staff are trained in recognising harm, abuse, neglect, bullying and discrimination and that they actively challenge and respond to such behaviour. We will also ensure that each member of staff receives up-to-date training in Child Protection.
- 9.6 Encouraging children and young people to take responsibility for their own behaviour.
- 9.7 Having a Child Protection Policy.
- 9.8 Following the the Melrose Primary School Positive Discipline procedures policy where appropriate.
- 9.9 Having a safe environment that meets all relevant legislation and by carrying out regular risk assessments.
- 9.10 Having a non-smoking environment.

## 10 Complaints Policy

Users of The Big Space should be able to complain effectively and without fear of victimisation.

To achieve this, the Club will:

- 10.1 Promote an environment of mutual respect, trust, and open communication.
- 10.2 Treat everyone equally and fairly.
- 10.3 Provide opportunities for everyone to be consulted and to value the opinions expressed.
- 10.4 Produce a Complaints Procedure to support the Clubs Aims and Objectives (including access to an independent arbiter when agreement cannot be reached).
- 10.5 Train staff in the handling of complaints.
- 10.6 Promote the Complaints Procedure with users.
- 10.7 Record all complaints whether they are made informally or formally in folder.
- 10.8 Provide a private area for users to discuss matters with staff.
- 10.9 Provide the Care Commission with information on the Clubs response to complaints as and when requested.

### Complaints Policy Procedure

We would encourage all parents in the first instance to contact the manager of The Big Space and if the concern is not addressed satisfactorily then please contact the chairperson of the Parent Management Committee , whose contact details can be sought from the School Office. However, if your complaint is still not resolved please contact the local Care Commission office at the following

Care Commission  
South East Region  
Unit 10a Ground Floor  
Galabank Business Park  
Wilderhaugh  
Galashiels  
TD1 1PR

Telephone 01896 664400

[www.carecommission.com](http://www.carecommission.com)

## 11 Child Protection Policy

The Big Space will promote the safety of users to ensure that they feel safe and secure and that they are free from exploitation and abuse.

This will be achieved by:

- 11.1 The Club promoting programmes on healthy lifestyles and relationships, hygiene, diet and personal safety in partnership with parents.
- 11.2 Staff having a clear understanding of their roles and responsibilities in protecting children and young people from harm, abuse, bullying and neglect.
- 11.3 Staff receiving training in recognition of harm, abuse, neglect, bullying and discrimination and will follow the Club's procedures in addressing these issues.
- 11.4 The Club's child protection procedures meeting Scottish Borders Out-Of-School Care Network guidance on child protection.
- 11.5 Staff being carefully vetted in line with the SSSC and Disclosure Scotland prior to appointment.
- 11.6 The Club meeting the recommended adult: child ratios at all times.
- 11.7 Regular risk assessments being carried out.
- 11.8 All child protection matters complying with the Club's Confidentiality and Record-Keeping Policies.

We will achieve the above by:

- 11.9 Following guidelines for dropping off and collecting children in and out of the Club ensuring they are collected by named adult.
- 11.10 Staff will value the benefits of eating a balanced diet, abiding by professional values of the SSSC.
- 11.11 Address any issues of harm, abuse, neglect, bullying or discrimination promptly to ensure child's safety.

### **Bullying**

- 11.12 If a child made a disclosure staff should listen and record information on disclosure sheet.
- 11.13 If a child has a mark/bruise which a worker is concerned about the worker will ask open ended questions: What happened to your arm? Then record on a 'concerns form' and a 'child body plan' (which can be found in the yellow plastic folder).
- 11.14 If you have serious concerns about the welfare of a child you should telephone Care Commission or the Child Protection part of Social Work at Scottish Borders Council for advice and then act on it.
- 11.15 If there have been more than one concern about a child we would start a record of concern form.

## 12 Closure Policy

The Big Space will have to follow the closure strategy in the event of, bad weather conditions, electrical fault, and staff illness (if we are unable to find cover to enable the child staff ratio).

We will do this by:

- 12.1 Making a judgement on the day.
- 12.2 Notifying the School where necessary.
- 12.3 Putting an announcement on the radio.
- 12.4 Calling all parents/carers on contact list and inform them of need of closure.
- 12.5 In the event that we cannot reach parents we may need to take the children into the school to keep them safe until the parents arrive.
- 12.6 No charge will be taken on a day we are closed.

## 13 Confidentiality Policy

The operation of The Big Space involves the sharing of information between users and the Club.

In order to respect the dignity and privacy of all users, the Club will actively promote confidentiality in the following ways:

- 13.1 Providing guidelines for staff on required records/reports, i.e. personal files kept in locked drawer/cupboard.
- 13.2 Providing guidelines for staff in the handling of confidential/sensitive information as per SSSC handbook.
- 13.3 Providing secure storage for files and information.
- 13.4 Adhering to all relevant legislation in the keeping of records.
- 13.5 Providing parental/carer access to their child's own records if requested.
- 13.6 Undertaking not to disclose confidential information unless required to do so in matters of child protection or life or death situations as detailed on staff contracts.
- 13.7 Please be aware that if you email The Big Space, you should not include any sensitive or confidential information as email, by its nature, is inherently insecure.

## 14 Equal Opportunities Policy

The Big Space believes in the dignity, privacy, choice, safety, potential, equality and diversity of its users.

We will actively promote these principles by:

- 14.1 Having Policies and Procedures and promotional material that reflect these principles in practice.
- 14.2 Treating everyone with dignity and respect and valuing different ethnic backgrounds, language, culture, social diversity and faiths.
- 14.3 Treating everyone equally and fairly and establishing an environment that is free from bullying, harassment and discrimination and have a bullying policy.
- 14.4 Consulting with users and valuing the opinions expressed.
- 14.5 Training staff in recognising harm, abuse, neglect, bullying and discrimination and in challenging such behaviour.
- 14.6 Ethnic monitoring of admissions, waiting list and recruitment.
- 14.7 Adhering to all relevant legislation by keeping up to date with circulars from Childcare Partnership, Care Commission, and SSSC.

## 15 Health and Safety Policy

The Big Space views the health and safety of its users as of paramount importance.

To this end we will strive to ensure that:

- 15.1 The Club provides a safe environment, suitable for the Club's purpose, in line with all relevant legislation.
- 15.2 The premises are hygienic, in good state of decoration and repair and are smoke-free.
- 15.3 The staff/child ratios and the space standards in the National Care Commission Standards are met and have been taken into account.
- 15.4 Furniture, equipment and toys are clean and well maintained. There is a cleaning log to ensure all equipment is cleaned and checked regularly. There is a maintenance log for reporting broken equipment.
- 15.5 Staff take measures to control the spread of infection.
- 15.6 Regular risk assessments of the Club's premises, equipment, activities and outings are carried out.
- 15.7 The Club's management are aware of their responsibilities under relevant Health and Safety legislation as described in SSSC booklet.
- 15.8 All required Reporting Procedures are in place. Child Protection forms, risk assessment forms, maintenance log, accident forms, Care Commission address available to all members.
- 15.9 The Club has a Child Protection Policy and an Accidents and Incidents Policy.
- 15.10 The Club has clear guidelines on the use, storage and administration of medication in the employee handbook.
- 15.11 All food is properly prepared and provides a well-balanced and healthy diet. Staff all receive training in food hygiene.
- 15.12 Children and young people will learn about healthy lifestyles and relationships, hygiene, diet and personal safety; through safe play and good hygiene practices on a daily basis.
- 15.13 Children and young people will enjoy safety but not be overprotected. We aim to promote independence so some risks are necessary.
- 15.14 Children and young people will have regular access to fresh air and energetic physical play
- 15.15 Staff are trained in emergency procedures. All staff have their first aid certificate.

## 16 Participation Policy

The Big Space supports the view that children and young people should be treated with dignity and respect at all times and that they should be enabled to realise their potential.

We will achieve this by:

- 16.1 Providing opportunity for children and young people to express their views, exercise choice and, where possible, influence the activities of the Club.
- 16.2 Actively consulting children and young people and valuing their views. We encourage use of the suggestion box, type up all ideas then display/use them.
- 16.3 Enabling children and young people to make informed choices.
- 16.4 Providing opportunities for children and young people to learn about healthy lifestyles and relationships, hygiene, diet and personal safety.
- 16.5 Treating everyone equally and fairly as per SSSC codes of practice.
- 16.6 Providing opportunities to be involved in the evaluation of the Club's activities.

## 17 Policy of Partnership with Parents

The Big Space values and encourages the involvement of parents/carers in the life of the Club.

We will promote partnership with parents/carers by:

- 17.1 Providing information on The Big Space terms and conditions, Policies and Procedures.
- 17.2 Encouraging pre-admission visits; so parents can see the Club and what we have to offer.
- 17.3 Ensuring that staff have a clear understanding of their role and responsibilities in protecting children and young people from harm, abuse, bullying and neglect as per child protection policy.
- 17.4 Ensuring that staff work effectively with parents to support each child/young person's individual needs. Encouraging involvement on the management committee by circulating meeting dates and minutes.
- 17.5 Regularly sharing information with parents/carers about their child/young person.
- 17.6 Creating an environment where mutual respect, trust and open communication are promoted.
- 17.7 Working with parents to promote positive behaviour and to deal with difficult behaviour in line with The Melrose Primary School Positive Discipline procedure where appropriate.
- 17.8 Staff valuing and taking account of parents'/carers' views, feeding back any concerns to the committee.
- 17.9 Treating all parents equally and fair as per SSSC codes of practice.
- 17.10 Ensuring that parents/carers can complain without fear of victimisation.
- 17.11 Providing a private area to have discussions with staff.
- 17.12 Ensuring that parents/carers contribute to the evaluation of the Club's work.
- 17.13 By maintaining information confidentially while providing access to the record of your own child.
- 17.14 Having a policy on receiving gifts, personal or for the Club.

## 18 Record Keeping Policy

The Big Space will maintain records that are required for the efficient and safe management of the Club and to promote the welfare, care and learning of the children and young people.

- 18.1 Records will be kept in accordance with national and local guidance.
- 18.2 parents/carers can access their child's own records.
- 18.3 Records which identify children's details will be treated as confidential and will be stored securely in the Club.
- 18.4 Records will be made available to the Care Commission Officers on request.
- 18.5 Records will include:
  - Completed registration and booking forms
  - Request forms for trips
  - Incident forms
  - Permission for medication records / administration sheets
  - Risk assessment forms
  - Maintenance log

## 19 Staff Recruiting and Vetting Policy

Users of The Big Space can be confident that the Club recruits staff and volunteers through a process that takes account of equal opportunities and safe recruitment practices.

This will include:

- 19.1 All applicants for staff and voluntary positions will be treated equally and fairly and valued for their ethnic background, language, culture and faith.
- 19.2 Ethnic monitoring of applications to enable us to ensure that we do not discriminate against.
- 19.3 The Person-in-Charge being assessed as a 'fit person' by the Care Commission.
- 19.4 All workers to provide a General Practitioners letter confirming that they are fit to do the job. All staff and volunteers will be subject to an enhanced criminal records check from Disclosure Scotland, checks with previous employers, the taking up of references and cross-referencing with the register of the Scottish Social Services Council or other professional organizations.
- 19.5 Staff and volunteers will be selected with a range of qualifications, skills and experience relevant to the Club's Aim and Objectives.
- 19.6 All posts are subject to a six month probationary period whilst they undertake their induction. There will be a three month review with aims and objectives to be met.

## 20 Whistle-Blowing Policy

The Big Space Out-Of-School Club will not accept or condone any behaviour by staff, volunteers or other adults associated with the Club that is contrary to the Club's Aims and Objectives, Policies and Procedures. We will actively encourage and support the reporting of such behaviour.

We will do this by:

- 20.1 Promoting an environment of mutual respect, trust and open communication.
- 20.2 Promoting an environment that is free from bullying, harassment and discrimination.
- 20.3 Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- 20.4 Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the Club as a whole, through regular appraisals.
- 20.5 Ensuring that procedures are in place for reporting unacceptable behaviour/practices, and that they are reviewed annually.
- 20.6 Actively supporting staff/volunteers who 'blow the whistle' both during the investigation and after: this will be in line with the relevant legislation. We will do this through keeping them up to date with what's happening and offering counselling/support sessions.
- 20.7 Staff are encouraged to use staff meetings to plan activities and discuss views so any conflict can be managed away from the children.

## 21 Anti-Bullying Policy

The Big Space are committed to providing a caring, friendly and safe environment for all our children and staff. Bullying of any kind is unacceptable in our Club. If bullying does occur, children and staff should be able to tell and know that incidents will be dealt with promptly and effectively. We are a 'telling' Club. This means that anyone who knows that bullying is happening is expected to tell.

- 21.1 Report bullying incidents to staff so they can deal with it.
- 21.2 In cases of serious bullying, incidents will be recorded by staff.
- 21.3 In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
- 21.4 The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly. An attempt will be made to help the bully change their behaviour.
- 21.5 The behaviour policy will be followed and anyone who continues to break the Club rules would be excluded.
- 21.6 In serious cases where there is evidence, if necessary and appropriate, the Police will be informed

## 22 Gifts Policy

The Big Space realises that some parents/children may want to give gifts of appreciation from time, to time e.g. when a child leaves, at Christmas or when a worker leaves. Whilst these gifts are appreciated we felt we needed some guidelines to ensure these gifts were never seen as anything more.

- 22.1 Any gifts will be recorded on a gift sheet.
- 22.2 Gifts should be inexpensive.
- 22.3 Gifts of alcohol will be raffled amongst the workers over 18.
- 22.4 Gifts at Christmas will be equally divided between workers with any remainder going into the cupboard to be shared with the children.
- 22.5 Any worker who feels they are expected to offer special treatment to a child because of a gift should report it to the Club Manager. They will then take appropriate action: return gift or speak to the person in question about our policy on treating all children equally.

## 23 Late Payment Policy

The Big Space value the fact that most of our customers pay their accounts promptly. Some customers, for various reasons, fall behind in their payments. When this happens it is important to act quickly to stop the problem escalating.

This will be done by:

- 23.1 Sending a bill to the parent(s)/carer(s) to remind them what is outstanding.
- 23.2 If the bill remains unpaid, the parent(s)/carer(s) will be notified by letter. If the debt continues, they will then be notified, again in writing, of the child/children's exclusion from the Club.
- 23.3 Membership of child/children will resume when outstanding amounts are paid to the Club in full.
- 23.4 All members that have fees outstanding by the first of the month will be notified by a standard letter, so as to prevent the escalation of unmanageable bills.

## 24 Absent Child Procedure

The Big Space is committed to ensuring that children and young people are safe, therefore if a child's absence is unknown we will adhere to the procedures stated below.

On the first instance where a child's absence is unknown from the Club we will, after normal collection procedure:

- 24.1 Check with the school to see if the child has been absent or sent home during the day, if not notify them of their absence and ask them to check school premises and get back to you.
- 24.2 Call the parent/carer and inform them of the situation, if the child is safe and at home politely remind the parent that the Club would appreciate a phone call to notify the child's absence.
- 24.3 If the child's whereabouts is still unknown agree with the parent/carer a time limit (depending on where they live) to give the child to walk home and call back on the agreed time, keep the school informed of progress.
- 24.4 At this point if the child's whereabouts is still unknown then staff can advise the parent/carer to contact the police.
- 24.5 If staff have been unsuccessful in contacting any of the contacts it is then the duty of the staff member to inform the police, at point 24.2.

In the case of a child leaving the Club without consent, staff must not jeopardise the safety of the other children and adhere to child: staff ratio. If possible a member of staff can try to talk the child back into the Club. If this is not possible call the parent/carer and inform them of the incident, deciding with them what further action to take.

## 25 Fire Procedure

On discovering a fire:

- 25.1 Let a colleague know and ensure all children and visitors are in a safe area.
- 25.2 If fire is smaller than a wastepaper bin size, tackle with appropriate fire equipment.
- 25.3 If fire is larger than wastepaper bin size, break glass (to alert fire services and school) and follow the fire drill.

On hearing the fire alarm:

- 25.4 follow the fire drill

### **Manager:**

- 1) Break glass
- 2) Line children up at the rear exit door in twos, if fire is in main room line up at the front exit door.
- 3) Collect your register, visitor's book and emergency contact numbers (at back of the register).
- 4) Tell the children to start moving onto the tarmac area outside via fire exit door, walking round the side of the school to the assembly point. Taking into account any special evacuation arrangements.
- 5) Check the Club room is empty, close all the doors, where safe to do so.
- 6) Count the children and call out the names from the register and names from visitor's book.
- 7) Report to the head teacher.
- 8) Return children to the Club when safe and keep them calm. If unable to re-enter club, telephone emergency contact number for each child.

### **Assistant Play Leader:**

- 1) Line the children up at the rear exit door in twos. If fire is in the main room line the children up at the front exit door
- 2) Lead the children round to the assembly point while the play leader checks the room is clear
- 3) Help the children stay calm while play leader checks the register.

*Continued on next page*

### **Policy**

- 25.5 Follow fire procedure and fire drill.
- 25.6 Registers filled in.
- 25.7 Ensure visitors sign visitor's book.
- 25.8 Fire drill will always be displayed, by register and visitors book and explained to the visitors, staff and children.
- 25.9 We make special evacuation arrangements for anyone who may require them.
- 25.10 Detailed fire risk assessments in place (stored in fire folder).
- 25.11 Staff induction includes the storage and use of fire equipment, exits and how to open them.
- 25.12 Where appropriate keep fire doors shut.
- 25.13 Always keep fire exits clear.

## 26 Play Policy

26.1 At The Big Space we aim to provide a varied and balanced range of age-appropriate play opportunities.

The children follow a curriculum during their school day, so when they come to After-School Club, we feel children should have the opportunity and freedom to make their own play choices.

Staff will provide a framework to include:

- a. creative play
- b. environmental play
- c. cultural play
- d. imaginative play
- e. physical play
- f. special events

To achieve this, staff will take into consideration the following factors:

- a. time
- b. supervision requirements
- c. number of children
- d. space
- e. age and interests of the children
- f. particular needs of the children
- g. equipment and resources

Within this framework there will be both free play and structured play. A daily log will be kept to illustrate the day's activities.

Staff will ensure that all children are able to try out new play opportunities and will involve the children when making play-related decisions.

Allowing children to make their own play choices has positive benefits:

- a. developing self esteem
- b. minimising boredom
- c. helping to build self reliance
- d. encouraging children to feel part of the setting
- e. helping children learn how to make choices and decisions
- f. helping children learn to co-operate and use their imagination
- g. stimulating children, and making their play more enjoyable