

Uley School
Fun Club



Policies and Procedures

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Introduction

Uley School Fun Club offers term-time only before school and after school childcare and is financed by fees.

The Club is an extension of the care and learning environment provided by the school and as such Uley School's policies apply to the running of the club. The following pages describe additional Policies and Procedures that are relevant to the provision of pre and post school care. We welcome any comments or suggestions that will help us to improve our club.

Aims

The aims of the club are:

To provide a happy, fun and secure environment where parents and carers feel confident to leave their children

To provide positive social, physical, learning, creative and emotional experiences for the children.

Admissions

The Fun Club is open to any pupils of Uley School on a first come first served basis with a priority given to full time places.

To reserve a place in the club parents/carers must have completed a registration form that provides details of their child. After that children must be booked into each session. Bookings can be made in person, in writing, or by phone, to the Play Leader. Parents/carers should not assume that there is a place available unless this is confirmed by the Play Leader.

Session Times and Fees

Initially Term-time weekdays 8.00a.m to 9.00 a.m £2.50

After Ofsted registration

 Term-time weekdays 8.00a.m to 9.00 a.m £2.90
 Term-time weekdays 3.15p.m to 5.00 p.m. £5.65
and Term-time weekdays 3.15p.m to 6.00 p.m. £7.75

An invoice will be issued at the end of each month detailing sessions attended and fees due. Fees are due within two weeks of the invoice date.

A fee will be charged for the late collection of children at the rate of £2 per quarter of an hour (or part thereof) after 6pm.

The level of fees will be reviewed annually in the light of the Fun Club's financial position, its future strategic plans and any other economic or social considerations.

Non-Payment of Fees/Debt Management

If fees are not paid on time the club will notify the parent/carer in writing and request payment at the earliest opportunity.

The Play Leader has the right to issue a formal warning in writing to the parent/carer and inform them that continued late payment will result in their child's place at the club being forfeited.

Parents/carers are encouraged to speak to the Play Leader or a member of staff if they have any queries about the fees policy, or if, for any reason they are likely to have difficulty in making a payment on time.

Arrival and Departure

In the mornings children should be brought to the hall door by the parent or carer. Children **MUST** be signed in by the adult who brings them to the club. The club register must be available to be consulted if the school has any queries about the attendance of a pupil or in case of the need to evacuate the building. Children will be taken to the playground at 8.50 a.m. and left in the care of the duty teacher before starting school with the other school children.

Children attending the club after school will go to the school hall at the end of school -3.15 p.m. and a register will be taken. (Reception children will be escorted to the hall by a member of staff). A member of staff will enquire about any pupil who is booked into the session but who does not appear as expected. The first enquiry will be at the child's classroom. Any subsequent enquiry will be at the school office. Children will leave the club only when collected by a parent/carer who will sign the child out. Collection of a child by a different person than usual must have been communicated to the Play Leader prior to that session.

Food and Drink

The Fun Club is committed to providing healthy, nutritious and tasty food and drinks for children during its sessions. The club will not provide sweets for the children and will avoid excessive amounts of fatty or sugary foods. A choice of foods will be provided for the

children and no child will be forced to eat or drink something against their will. The Play Leader will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural needs of the children.

Staff responsible for preparing breakfast and an after-school snack will be trained in food storage, preparation, cooking and food safety.

Food will be served at the pre-school club between 8 a.m. and 8.30 a.m., children arriving after this time will not be able to have breakfast. Snacks, not a full meal, will be provided at the after school session.

Hygiene

The Fun Club recognises the importance of maintaining the highest possible standards of hygiene to minimise risks to children, staff and visitors.

Personal hygiene includes:

Washing hands before and after handling food or drink

Washing hands after using the toilet

Encouraging children to adopt these same routines

Covering cuts and abrasions while at the premises

Keeping long hair tied back

Taking any other steps that are likely to minimise the spread of infections

To maintain good hygiene staff will keep the club environment as clean and tidy as possible and any spillages will be cleaned up immediately. When administering first aid or using strong cleaning substances staff will wear disposable plastic gloves.

Kitchen Hygiene

Staff will observe high standards of hygiene in areas where food is prepared and served. To ensure this the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept well covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.

- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

No animals will be allowed on the premises without the prior knowledge and consent of the Club Leader.

Visits and Outings

The Fun Club believes that visits and outings can play an important role in our activities. Due to the limited time available at the Fun Club most outings will inevitably be of a local nature, namely to the school premises, Uley Millennium Field, or other locations in the village. During any visit or outing the safety of the children will be paramount. A risk assessment should be done prior to any visit or outing.

Staff will explain to children the aims of the visit and what is expected of them in terms of their behaviour. They will also explain what to do in an emergency, including designating a suitable meeting point.

Equal Opportunities

The club will aim to promote equality of opportunity and will positively oppose discrimination on the grounds of race, colour, ethnic culture, gender, physical, sensory or mental distinction, marital status, age, social class, religious belief, sexual orientation and employment status. We are strongly committed to positive action to remove/counter discrimination in all aspects of our work - in our practice as employers, in the way we work with other organisations, and in all our work with children, families and others.

In particular staff will:

- Treat each child as an individual
- Give each child the opportunity to be an individual and a member of a group
- Give each child the opportunity to express their individuality
- Take account of each child's age and stage of development, gender, ethnicity, home language and any disability
- Encourage children to develop a sense of their own identity and culture

- Help children to learn about cultures different from their own and to develop positive attitudes towards people who are different from themselves, through a variety of activities and fundraising events for charity.

*Reviewed at Staff Meeting on 25.11.08
Approved by Management Committee on 27.11.08*

Child Protection

All children suffer knocks, scrapes and bruises as part of their life experiences. However, in a small number of cases physical injuries are inflicted intentionally or through improper care - by parents/carers or other adults. Children may be subjected to other types of abuse - of a sexual nature, verbal cruelty or through neglect.

Children are vulnerable and often cannot or do not seek help for themselves. They rely on those caring for them to take action on their behalf. Consequently club staff has a responsibility to act if they suspect that a child has been abused.

Suspected abuse will be reported to the Play Leader and responsible person (Mr K Joyce). Where judgement is made that the suspicions have foundation, the club will follow the recommendations of Gloucestershire LA. (Tele: Children & Families Helpdesk on 01452 42 6565 8.00am-5.00pm Mon-Fri or in an emergency contact the police on 0845 090 1234)

Children will be encouraged to understand:

- that their bodies are their own, and that they can decide who they want to hug and kiss them
- that they have the right to say no if someone tries to touch them or make them do something that frightens them or that they don't like
- that they will be listened to and taken seriously if they have a concern
- that they will be helped if they express fear.

If there are complaints about staff abusing children the member of staff will be suspended immediately; the responsible person (Mr K Joyce) will ensure that the appropriate authorities are informed.

*Reviewed at Staff Meeting on 31.03.08
Approved by Management Committee on 20.05.08*

Behaviour Management

The Fun Club will promote good behaviour by building on the principles enshrined in the school's behaviour policy. Children will be expected to behave well, positively encouraged to do so and good behaviour will be noticed and publicly congratulated.

In the event of unacceptable behaviour staff will:

- take control immediately;
- explain why the behaviour is unacceptable i.e.
- remove object (if any) and explain about sharing.

Staff will:

- be positive role models;
- never smack or humiliate children;
- never make an example of children;
- try to avoid raising their voices unless alerting children to a dangerous situation.

No form of physical punishment will be used or any punishment that will frighten or humiliate a child. Our aim is to show the child the right way to behave by respecting all individuals, sharing and taking turns.

In the case of serious bad behaviour (e.g. biting, spitting, hitting, repeated name calling) staff will, in the first instance, deal with the incident. However, if the bad behaviour continues, parents will be informed and asked to deal with their child. Bullying in the Fun Club will not be tolerated. If bullying does occur parents/carers will be informed and asked to talk to their child. (*Refer to school's Anti-Bullying Policy*).

Repeated instances of serious misbehaviour (of the types noted above), that do not stop after warnings by club staff will lead to:

The parents or carer being informed that a formal warning has been given

Further instances will lead to:

A written warning being given to the parent/carers

Continuing instances will lead to:

The parent/carers being informed that the child is being de-registered by the club and will not be allowed to attend until further notice.

*Reviewed at Staff Meeting on 24.9.08
Approved by Management Committee on 20.11.08*

Sickness and Medication

The club recognises that both staff and children are vulnerable to infections and therefore asks parents/carers not to bring their children to the club if they are unwell.

If a child has any of the following contagious illnesses: diarrhoea, vomiting, fever, chicken pox, measles, mumps, meningitis, hepatitis A, conjunctivitis, rubella, impetigo, influenza, meningococcal disease, polio, ringworm, scabies, thrush, whooping cough - they must not attend the club for the period of time advised by their doctor.

If whilst attending the club it is suspected that a child is suffering from one of the above illnesses their parent/carer will be contacted immediately and asked to pick up the child as soon as possible.

Medication

If the child requires treatment for an on-going condition, where medication must be given during a club session, the parent/carer must sign a medicine consent form. Medicines will be administered under the supervision of the Play Leader and recorded in the 'Medication Log'. Only medicines prescribed by a doctor will be administered. These must be in a container given by the pharmacists, with the child's name and the dose and frequency clearly displayed.

Asthma

The clubs follows the advice of the National Asthma Society and encourages children to take responsibility for the care and use of asthma treatments (inhalers).

Blood-borne virus and HIV

The club has a responsibility within the community to promote positive attitudes towards all children and their families. The club should be informed at the earliest possible time, preferably at registration, if a child has any blood-borne virus or HIV. This information will be treated in the strictest confidence by all staff concerned.

*Reviewed at Staff Meeting on 22.01.09
Approved by Management Committee on 01.04.09*

Special Needs

The club aims to accommodate all children including those with special needs. Parents/carers are asked to draw to the attention of the Club Leader any special needs that their child may have.

The club will use the school hall, which is all on one level, there is a disabled access toilet and wheelchair entry is possible at both the hall fire door and the school's main entrance.

*Reviewed at Staff Meeting on 15.06.09
Approved by Management Committee on 07.07.09*

Inclusion

We aim to support diversity through our words, actions and behaviour in the Fun Club. Our objective is to promote the club to children who may experience barriers to participation (for example, children with disabilities or from other minority groups).

The Club will promote the rights of children to:

- attend the Fun Club
- be valued for who they are
- be provided with all the support they need to thrive in the Fun Club

We will be committed as a whole staff to include a full diversity of children. This may require planning and restructuring of the club if necessary.

An inclusive provision is a “provision that is open and accessible to all.”

*Reviewed at Staff Meeting on 15.06.09
Approved by Management Committee on 07.07.09*

Confidentiality

Staff will observe a strict confidentiality code of practice and will not divulge anything private to anyone outside the organisation without authorisation of the registered person.

Action will be taken for any breach of confidentiality including civil action for damages that may occur as a result of the breach.

Confidentiality may be breached only if a member of staff feels the need to refer a complaint to Social Services, OFSTED or the police and

only if the complaint concerns a serious unease about some form of abuse or criminal activity

Matters of a confidential nature should not be discussed with peers, friends, parents/carers or family.

*Reviewed at Staff Meeting on 15.06.09
Approved by Management Committee on 07.07.09*

Uncollected Children

If a child is not collected at their appointed time a member of staff will try to contact the parent/carer using the contact information on file. If contact is made, and an undertaking given that the child will be collected, then arrangements will be made by the Play Leader to ensure that suitably qualified members of staff provide suitable care on or off the premises until the person collecting the child arrives. An additional charge for this care will be made as set out in the fees section.

In the unlikely event that no contact is made with a parent or carer, then after 30 minutes the Club reserves the right to make arrangements for both members of staff to care for the child until the situation is resolved.

The Club reserves the right to inform Social Services at any time should they feel it necessary and/or in the interests of the child.

*Reviewed at Staff Meeting on 24.09.09
Approved by Management Committee on 13.11.09*

Missing Children

Staff need to ensure that children are under supervision as quickly as possible, and policies noted earlier will generally ensure this. However, should a child go missing, the following procedure will be followed:

The Play Leader will arrange for all the other children to be supervised.

The immediate area will be checked thoroughly, in particular toilets, cupboards and storerooms and all other areas capable of hiding a child.

Enquiries will be made through any other adults in the vicinity
If the child cannot be located then the Registered Person must be informed.

The Registered Person (or in their absence the Play Leader) will then inform the police and/or any other appropriate emergency service, the parents/carers of the child.

At all times staff must act on the guiding principle of the Children Act 1989 - "The welfare of the child is paramount".

Non-arrival of Children

If a child, who has been booked into the After School Club, does not arrive at the Club, the following procedure should be adhered to:

- The Playleader will ensure the remaining children are supervised and will then either check the class register or speak to the class teacher to ascertain whether the child had attended school or was absent. If the teacher confirms the child was in school, the Playleader will endeavour to find out who picked the child up from school. Once this has been established the parent/carer will be contacted to confirm the whereabouts of the child.

*Reviewed at Staff Meeting on 24.09.09
Approved by Management Committee on 13.11.09*

Complaints Procedure

The Club endeavours to work in partnership with parents/carers to achieve the best for children in their care. When you think something has gone wrong, or if you are dissatisfied with any aspect of the service you receive, please draw it to the attention of the Play Leader who will try to resolve the matter and take any necessary action.

Most complaints will be resolved at this stage. However, if the matter is not dealt with to your satisfaction then the complaint should be put in writing to the Registered Person. You will receive a written response within 5 working days.

If you remain dissatisfied with the outcome then you may wish to complain in writing to the Governors' Management Committee.

*Reviewed at Staff Meeting on 09.02.10
Approved by Management Committee on 25.05.10*

Smoking, Alcohol and Drugs

Uley School operates a no smoking policy and consequently smoking is forbidden on school premises.

Anyone under the influence of illegal drugs or alcohol, or who is found taking illegal substances or alcohol on the premises, will be asked to leave.

Any member of staff under the influence of alcohol or illegal drugs, or found taking illegal substances or alcohol on the premises, will be subject to disciplinary procedures.

Parents/carers who are under the influence of illegal substances or alcohol, and appear to be a danger to their child or children, will be asked to leave the premises alone. The Police and Social Services will be informed immediately.

We ask that everyone associated with the Club supports this policy.

*Reviewed at Staff Meeting on 09.02.10
Approved by Management Committee on 25.05.10*

Dealing with Unreasonable/Unacceptable Behaviour

Staff have a responsibility to take reasonable care of themselves, and to recognise potential dangers and take positive steps to reduce risk, for themselves and for service users in their care. Staff should consider the following pointers with regards to their behaviour, the environment, the community, and the personal circumstances in which they are working.

Environment:

- Know what measures are in place where you work: check exits/entrances and the location of first aid supplies.
- Make sure that the mobile phone is charged and in working order.
- If a potentially violent situation occurs, be aware of what might be used as a weapon against you, and of possible escape routes.

Self Awareness:

- Think about your body language. What messages are you giving?
- Think about the tone of your voice and the choice of words. Avoid anything which could be seen as sarcastic or patronising.
- Be aware of your own triggers - the things that make you angry or upset.

Awareness of Other People:

- Take note of their non-verbal signals.
- Be aware of their triggers.
- Try not to crowd people - allow them space.
- Listen to them and show them that you are listening.

Abuse

- Staff are not expected to tolerate any form of verbal or written abuse, whether sexist, sexual, racist, homophobic, aggressive, threatening or in any way discriminatory.
- Staff should make every effort to remain calm and avoid any words or actions, which might exacerbate the situation.
- They should indicate that the abuse is unacceptable and, wherever possible, why.
- In a face-to-face situation, staff should politely warn the person concerned that they will not continue the conversation at that time unless the abuse is stopped, and walk away if necessary.

Threats

- Threats of violence should not be dismissed, but must be recorded and discussed with the line manager.
- The seriousness of the threat should be assessed and the manager should discuss ways of reducing the risk.
- If appropriate the matter should be referred to the police for advice or possible action.

Violence

- Wherever possible, the first step must be to try to defuse the situation before it reaches the point of physical attack. Staff should use the skills at their disposal - listening, verbal and non-verbal communication and negotiation.
- Staff should ensure they have means of escape from the room/building.

- If other service users are in the vicinity, they should be encouraged to move away, both for their own safety and as a way of reducing tension.
- Staff must not assume that they can handle the situation alone, and help should be summoned by whatever means are available.
- Personal safety takes priority over the preservation of property.
- If possible, any potential weapons should be moved out of reach.

Reporting and Recording an Incident

- Incidents must be reported to the line manager as soon as possible and the staff concerned initially debriefed.
- It is important to record all incidents because the cumulative effect of repeated minor incidents can be damaging and accurate reporting can assist in identifying triggers and so reducing the risk of further incidents.

*Reviewed at Staff Meeting on 09.02.10
Approved by Management Committee on 25.05.10*

Fire Safety

Fire safety information is posted in all rooms used by the Club. The notices summarise what to do in the event of a fire and specify the location of the assembly point.

Fire extinguishers are located at strategic points throughout the school. The equipment is checked and serviced under the school contract, and the buildings are subject to inspection by the Fire Service.

In the event of a fire a member of staff will signal the alarm. The Play Leader will collect the register and children will proceed with staff to the assembly point. Other staff will check the toilets and any other room in use.

The Play Leader will take a register of the children and all adults.

Fire drills will be held each term for the Club.

*Reviewed at Staff Meeting on 13.07.10
Approved by Management Committee on 28.09.10*

Health and Safety

Under the Health and Safety at Work Act 1974 the Club has a duty to maintain health, safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using the Club.

In order to minimise the risk the following will apply:

- Activities will always be planned in advance with an appropriate level of supervision
- Any activity involving dangerous or potentially dangerous equipment (e.g. cooking, crafts etc.) will have constant supervision and will be risk assessed
- Dangerous behaviour by children will be discouraged at all times
- Risk assessments will be carried out and held available for use.

Club security

The school will be locked during the Club sessions and entry can be obtained by ringing the doorbell or knocking on the school hall door.

Control of Substances Hazardous to Health (COSHH)

The club follows the advice given by Gloucestershire LEA. Staff are asked not to bring substances onto the premises that do not comply with COSHH regulations.

Handing over responsibility to another adult/carer

In the event of a child leaving the care of Fun Club staff to attend another activity, e.g. dance/play rehearsals at the village hall or Jay Gees at the church, and therefore handing over responsibility to another adult, written permission must be obtained from the parent/carer of that child in advance. The child must be returned to the care of Fun Club staff by the named adult by the stated time.

*Reviewed at Staff Meeting on 13.07.10
Approved by Management Committee on 28.09.10*

First Aid

Minor accidents to children should be dealt with by staff. Where an injury requires cleaning or dressing, staff should use clean water or materials from the First Aid kits provided in the Club. Staff should apply First Aid within their level of competence, and when in doubt should consult a registered First Aider. The registered First Aider on site is Mrs R Williams.

More serious injuries will require treatment by medical personnel at a doctor's surgery or hospital. Where appropriate a parent/carer should be contacted to take a child for treatment. Where urgency or an inability to contact a parent/carer demands it, a child should be taken by a member of staff, and the parent/carer contacted at the earliest opportunity. Staff should ensure that their care insurance covers the transport of children before undertaking such a journey. All staff are "in loco parentis" and should take the steps that a reasonable parent would to deal with an injury.

Significant minor injuries, particularly those involving bumps to the head, or cuts and bruises, must be recorded in the Accident Record. The Accident Record should normally be completed by the person dealing with the accident.

Where a child sustains a bump to the head the parent/carer who collects the child should be told, and made aware of the possibility of adverse symptoms developing later. Accidents to children at the Breakfast Club should be reported to the class teacher, and a written note provided for the child to give to the parent/carer later in the day.

The First Aid box is checked and, where necessary, replenished on a monthly basis.

If a child has to be taken to hospital by a member of staff, supply staff should be called in to ensure that there are always two members of staff with the remaining children.

*Reviewed at Staff Meeting on 09.02.10
Approved by Management Committee on 25.05.10*

Customer Care Policy

Uley School Fun club is a childcare facility operating before and after school hours to provide continuity of care from 8.00am to 6.00pm, five days a week during term time. The club offers childcare in a safe and

stimulating environment with all staff being suitably qualified. The club is registered with, and regularly inspected by, OFSTED.

The following sessions are provided:

8.00am - 9.00am
3.15pm - 6.00pm

A varied breakfast is offered at the morning session and light refreshments are provided at the afternoon session. As part of the healthy food initiative, fruit is served daily but alternative snacks are also available.

Uley School Fun Club is a free play environment where there is a varied choice of resources for children to use. There is also a quiet corner, with books for reading, if your child wants to unwind after a long school day. In all weathers the children can play, under supervision, outdoors in the school grounds. Workshops are arranged to include cookery, drama, dance, forest school and woodwork. Off-site outings also take place so that children experience the wider context of their environment.

Sessions can be booked as a regular standing agreement, or on a one-off basis. Subject to availability, pre-booking is not always essential.

Initial contact should be made through the school office, or you may call in at the club to have a look around and speak to staff.

*Reviewed at Staff Meeting on 03.12.10
Approved by Management Committee on 09.12.10*

Recruitment Policy

Uley School Fun Club will appoint the best person for each job and will treat all applicants and all those appointed to those jobs fairly. The Fun Club will advertise widely to recruit from all sections of the community. No applicant will be rejected on the grounds of age, gender, class, sexuality, means, family status, disability, colour, ethnic origin, culture, religion or belief.

Procedure

Create job description including the following information:

- Job title
- Main responsibilities and key areas of work
- Name of Line Manager

Create the Person specification, which should include:

- Skills, attitude, knowledge and experience
- Qualifications
- Personal qualities
- Requirement for criminal record bureau (CRB) and health checks

Create the job advertisement, which should include:

- Job title and location
- Required experience and qualifications
- Salary
- Hours
- How to apply and to whom
- Closing date for applications

Advertise the job widely enough to ensure that all likely candidates are able to apply:

- County website and school newsletter
- Setting and local notice boards including local shops
- Parish magazines and other publications
- Local papers

Shortlist candidates.

The interview panel is ideally made up of:

- The Headteacher, Line Manager and one other member of staff or management committee.
- Decide the questions beforehand and ask the same questions to each candidate in order to compare answers. The interview panel will agree these questions to obtain the essential and desirable qualities needed.
- Choose a suitable quiet venue where you will not be interrupted.
- Allow about half an hour for each interview and a few minutes in between to compare notes.

All the candidates should then be advised of the decision in writing and the current staff should be informed of the outcome of the interviews. Unsuccessful candidates will be notified in writing.

The successful candidate will have a vetting process to safeguard the children in the Fun Club's care.

- All references will be checked.
- The candidate will be employed on a month's probation period.
- The candidate must provide proof of their right to work in this country. Examples are:
 - A document giving the person's National Insurance number (ie P45, P60 or N.I. card)
 - A passport proving the holder is a British Citizen or has the right to live in the UK.
 - A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland.
- All references will be checked.

Any appointment will be subject to satisfactory references, CRB and health checks and period of probation.

*Reviewed at Staff Meeting on 03.12.10
Approved by Management Committee on 09.12.10*

Volunteers Policy

- Volunteer means a person who engages in working at the Fun Club without remuneration or reward.
- Volunteers add significantly to the human resources available to the Fun Club, and consequently they deserve encouragement, effective management, support and recognition.

Aims

- To maximise the number and variety of effective volunteers who contribute to the Fun Club.
- To provide volunteers with the support and recognition they deserve.

Implementation

- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be required to participate in a short briefing given by the Play Leader prior to working at the Fun Club - Health & Safety, Fire Drill, Fun Club Routines.
- Volunteers are required to carry out tasks in a manner consistent with Fun Club expectations, including maintenance of a professional, co-operative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- A background check (C.R.B.) will be performed for each volunteer who directly works with the children at the Fun Club for more than four sessions in any month.
- Volunteers should always have a member of the Fun Club staff with them to help supervise the children.
- Volunteers may be sought to help with excursions.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the school office on their first volunteer visit. Volunteers will be allowed to use staff toilets.
- Volunteer Workers undertaking work on behalf of, and with the approval of, the Governors or Headteacher are indemnified as to their personal liability in similar terms to members of staff.
- A volunteer worker who suffers injury arising out of or in the course of engaging in any work at the Fun Club is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- The Fun Club reserves the right to decline or discontinue the services of any volunteer whenever, in the judgement of the Line Manager or Headteacher, it is in the best interest of the Fun Club to do so.
- All volunteers will provide proof of car insurance, if and when needed.
- We will not be able to accept volunteers under the age of 15/16 (Year 10 students).
- Staff must ensure that all volunteers sign in and out.

*Reviewed at Staff Meeting on 31.03.11
Approved by Management Committee on 105.11*

Playworkers' Policy

Playworkers should:

- be friendly and welcoming to children and parents alike;
- be communicative: able to work as part of a team, respond to the needs of the children and co-workers;
- be responsible to the Line Manager and Club's Management Committee and be able to discuss issues related to the Club with them;
- be Criminal Records Bureau checked, medically checked and have two references checked also;
- provide activities which are fun and safe;
- help to maintain a stimulating environment;
- encourage children to discover things for themselves rather than directing or controlling them;
- involve children in the planning and evaluation of activities;
- be aware of health and safety issues and put them into practice;
- be considerate of volunteer playworkers;
- set a good example. Remember children may see you as a role model;
- follow the Equal Opportunities policy of the play opportunity;
- be aware of legal aspects eg. Confidentiality, Child Protection, The Children Act and National Care Standards;
- regularly attend appropriate training;
- regularly review and adapt own practice to meet the diverse needs of children/young people.

Play Policy

We recognise the value of Play and aim to provide minimum intervention in children's play activities while keeping them safe from harm.

We will use information on the children's needs and preferences to plan appropriate activities, considering:

- resources
- location
- safety - (risk assessment)

Each activity will be evaluated, noting children's response and our own effectiveness/organisation/implementation.

Supported rather than directed play helps to create a play environment that will stimulate self-directed play. It will provide maximum opportunities for children to experience a wide variety of play types e.g. rough and tumble, social play, imaginative, exploratory play, risky play.

We will enrich the play experience by:

- planning and creating a play space, meeting needs and preferences;
- obtaining or creating resources for a range of play spaces;
- fostering positive attitudes;
- providing materials and tools to stimulate their exploration;
- participating in play if and when invited.

We need to:

- be flexible enough to allow for each child's individual interest;
- allow for spontaneous opportunities for play e.g. snowfall;
- extend the choice and control that children have over their play, the freedom they enjoy and the satisfaction they gain from it;
- recognise the need for the children to test boundaries and respond positively to that need;
- balance the need to offer risk and the need to keep the children safe from harm;
- maximise the range of play opportunities;
- foster independence and self-esteem;
- foster respect for others and opportunities for social interaction;
- foster children's well being, healthy growth and development, knowledge and understanding, creativity and capacity to learn.

We will listen to the children and respond to their ideas and requests wherever possible.

*Reviewed at Staff Meeting on 15.06.09
Approved by Management Committee on 07.07.09*

Settling In Policy

The aim of settling in is to ensure all children are familiar with the play environment, staff, other children who use the club and routines. Importantly, we want all the children to feel relaxed, comfortable and have a sense of belonging to a setting which is separate from school life.

All children are different and may take varying times to feel established in a new environment. Both carer and child are welcome to visit the club prior to the child's formal first session. Staff will be available to provide information or answer any questions which the child or carer may have.

- All staff will monitor new children to the setting to assess how comfortable they feel.
- Staff will use information from the registration form, carer and child, to ensure the child's needs are catered for.
- Staff will be sensitive to any settling-in issues and these will be immediately addressed if they become apparent.

This policy is underpinned by which legislates that

*Reviewed at Staff Meeting on 03.12.10
Approved by Management Committee on 09.12.10*

Supervision of children on Outings Policy

Children benefit from being taken out; it will enhance their experience and be a lot of fun. All staff in the setting ensure that there are procedures to keep children safe during all outings. Staff and volunteers are aware of, and follow, the procedures in place.

Procedures:

- Parents sign a consent form for their child/children to be taken out as part of the activities of the club.
- A risk assessment is carried out before an outing takes place.
- Risk assessments are available for parents/carers to see at any time.
- Our adult ratio is good, three adults minimum for an outing of up to a maximum of sixteen children.
- Staff take a mobile phone on the outings together with a small First Aid kit, including individual medication if necessary, and contact details for each child present.

*Reviewed at Staff Meeting on 03.12.10
Approved by Management Committee on 09.12.10*

Uley Fun Club Policies
Revised 31 March 2008 & ongoing