



Breakfast and After School Clubs

HEALTH AND SAFETY

Responsibilities

1. Final responsibility for ensuring Club policies/procedures are upheld is that of the Management Committee. (School Governing Body)
2. The Play Leader is responsible for ensuring compliance of policies/procedures on a day to day basis. The Management Committee is responsible for ensuring all staff, children and members are aware of policies/procedures and how they should be implemented.
3. All employees have a responsibility to co-operate with the Management Committee to ensure compliance of policies/procedures in their place of work. Employees will be issued with copies of policy documents.
4. Effectiveness of Club procedures is discussed with staff. Comments or suggestions are recorded and any formal changes will be notified by the Management Committee.
5. The Management Committee will annually review all Club policies/procedures and their effectiveness.

Aims and Objectives

We aim to offer 'Out of School' care to children of school age up to 11 years old. We aim to offer play and educational 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.

- The club will promote policies and procedures that promote its aims in practice, and will make these known to staff, parents and children.
- The club will meet all relevant legislation applying to it.
- The club will employ competent and confident staff who have been appropriately vetted.
- The club will provide a balanced range of activities, taking account of the ages, development needs, interest and hours and pattern of attendance of each child.

- The club will operate a self evaluation scheme as a means of ensuring that continuous improvement takes place, and will involve staff and users in this process.
- The club's management will supervise the activities of its staff through a formal supervision and development programme.
- The club will be open and transparent in all of its activities. The club will take account of local, national guidance in its activities.

Health and Safety Policies

Thornhill's After School Club views the health and safety of its users as of paramount importance. To this end, we will strive to ensure that:

- The club provides a safe environment, suitable for our purpose, in line with all relevant legislation.
- The Club premises are hygienic and smoke free.
- The adult/child ratios and the space standards in the National Care Standards are met.
- Furniture, equipment, utensils and toys are clean and well maintained.
- Staff take measures to control the spread of infection.
- Regular risk assessments of premises, equipment and activities are carried out.
- The Club Management Committee and Play Leader are aware of their responsibilities under relevant Health and Safety legislation.
- All required Reporting Procedures are in place.
- The Club has a Child Protection Policy and an Accidents and Incidents Policy.
- The Club has clear guidelines on the use, storage and administration of medication.
- All food is properly prepared and stored. We aim to encourage a well-balanced and healthy diet.
- Children will learn about healthy lifestyles, relationships, hygiene, diet and personal safety.
- Children will enjoy safety but will not be over-protected.
- Children will have regular access to fresh air and energetic physical play.
- Staff are trained in emergency procedures.

General Arrangements:

1. The club will maintain an Accidents Book to record all incidents which occur in the club. All incidents must be recorded whether treatment is given or not.
2. There will be a First Aid box in the ASC, which is maintained and kept out of reach of children.
3. The contents of the First Aid Box will be in line with the schools' procedures.
4. All visitors to the club will sign in the visitors book and will not be left unsupervised with children.
5. Staff must ensure that wet floors do not present a hazard

Fire Evacuation Procedures and Drills:

Please refer to school policy and procedures

- All Staff will be trained in fire evacuation
- Fire notices must be prominently displayed
- Fire doors and exits must be kept clear at all times
- Play Leaders are responsible for arranging two fire drills per term
- Children must be made aware of the procedures for evacuation and shut down
- The club register must be taken so that all children can be accounted for
- Any child not accounted for will be reported to the Play Leader, please refer to school policy and procedure
- The Site Agent will complete a record of the fire drill

Child Protection Policy

Thornhill's After School Club will promote the safety of users and will ensure that they feel safe and secure and that they are free from exploitation and abuse. This will be achieved by:

- The club promoting programmes on healthy lifestyles and relationships, hygiene, diet and personal safety in partnership with parents.
- Staff having a clear understanding of their roles and responsibilities in protecting children from harm, abuse, bullying and neglect. **Refer to school policy.**
- Staff receiving training in the recognition of harm, abuse, bullying and neglect.
- Staff receiving training in the recognition of harm, abuse, neglect, bullying and discrimination and will follow the club's procedures in addressing these issues. **Follow school Policies**
- Staff being carefully vetted in line with the National Care Standards prior to appointment.
- The club meeting the recommended adult: child ratios at all times.
- Regular risk assessments being carried out.
- All child protection matters complying with the club's confidentiality and Record Keeping Policies and are reported to the HT immediately

Child Inclusion Policy

Thornhill's After School Club supports the view that children 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:

- Providing opportunities for children to express their views, exercise choice and, where possible influence the activities of the club.
- Actively consulting children and valuing their views.
- Enabling children to make informed choices.
- Providing opportunities for children to learn about healthy lifestyles and relationships, hygiene, diet and personal safety.
- Treating everyone equally and fairly.
- Providing opportunities to be involved in the evaluation of the club's activities.

Equal Opportunities Policy

Thornhill's After School Club believes in the dignity, privacy, choice safety, potential equality and diversity of its users. We will actively promote these principles by:

- Having policies and procedures and promotional material that reflect those principles in practice. **Refer to school policy**
- Treating everyone with dignity and respect, and valuing different ethnic backgrounds, language, culture and faiths.
- Treating everyone equally and fairly and establishing an environment that is free from bullying, harassment and discrimination.
- Consulting with users and valuing the opinions expressed.
- Train staff in recognising harm, abuse, neglect, bullying and discrimination and in challenging such behaviour.
- Adhering to all relevant legislation.

Partnership with Parents Policy

Thornhill's After School Club values and encourages the involvement of parents and carers in the life of the club. We will promote partnership with parents and carers by:

1. Providing information on our aims and objectives, policies and procedures.
2. Encouraging Pre Admission visits.
3. Ensuring that staff have a clear understanding of their role and responsibilities in protecting children from harm, abuse, bullying and neglect.
4. Ensuring that staff work effectively with parents to support each child's individual needs.
5. Regularly sharing information with parents/cares about their child.
6. Creating an environment where mutual respect, trust and open communication are promoted.
7. Working with parents to promote positive behaviour and to deal with difficult behaviour.
8. Staff valuing and taking account of parent's views.
9. Treating all parents equally and fairly.
10. Ensuring that parents/carers can complain without the fear of victimisation.
11. Ensuring that parents/carers contribute to the evaluation of the club' work.
12. By maintaining information confidentially while providing access to the record of your own child.

Staff Recruitment and Selection Policy

Users of Thornhill's After School Club 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:

- All applicants for staff and volunteers positions will be treated equally and fairly, and valued for their ethnic background, language, culture and faith.
- All staff and volunteers will be subject to an enhanced criminal records check, checks with previous employers and the taking up of references.
- Staff and volunteers will be selected with a range of qualifications, skills and experiences relevant to the club's aims and objectives.
- All staff will be prepared to undertake training towards professional qualifications relevant to their role.

Whistle Blowing Policy

Thornhill's After School Club will not accept or condone any behaviour by Staff or other adults associated with the Club that is contrary to our Aims and Objectives, Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

1. Promoting an environment of mutual respect, trust and open communication.
2. Promoting an environment that is free from bullying, harassment and discrimination.
3. Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
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.
5. Ensure that procedures are in place for reporting unacceptable behaviours/practices.
6. Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation. Please refer to school Whistle Blowing Policy