



SKOOIZ OUT

Mission Statement

To provide a fun, happy and friendly holiday provision for children aged 4 - 11 years in a safe and secure environment.

Policies & Procedures



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Policies and Procedures on site.

Site Security

- *Staff should be vigilant at all times and be aware that members of public could get onto the site at any time.*
- *Registers are taken in the morning and after lunch. All staff members should be aware of how many children they have in their group, and do regular headcounts throughout the day.*
- *All staff and children should be aware of strangers on site, any strangers should be questioned.*
- *Skoolz Out uniform must be worn at all times, unless stated by the Management, or Assistant Manager..*

Hazardous Areas

- *Children should be made aware of hazardous areas on the first day of the scheme. These areas should be out of bounds for their own safety.*
- *All hazardous areas should be taped off, preferably with red hazard tape.*

Car Parking and Vehicle Access

- *Signs must be displayed making parents aware of vehicle access times.*
- *All gates must be closed in the morning prior to children using the playground areas.*

Craft Room

- *Before using the craft room children should be made aware of safety rules e.g.:- running with scissors and putting small items or pen lids in mouths. These rules should be reinforced regularly.*
- *All equipment should be stored neatly to one side of the room.*
- *Staff should encourage children to be responsible for tidying the room after their session.*



Field

- *The field should be checked for dangerous items each morning, these should be removed.*
- *Any safety checks should be carried out by the Manager or Assistant Manager*

Gym/Hall

- *No wall bars or ropes to be used.*
- *All trampolines and gym equipment should be stored up against a wall and should be taped off using hazard tape.*

Sport and Gym Activities

- *Staff should speak to children before each activity to make them aware of the possibilities of injuries occurring during that activity, and take steps to avoid them.*
- *When playing batting games: - all children should be kept a safe distance away from the child that is batting.*
- *Whilst playing Uni-Hoc staff should be reminding children constantly to keep sticks below the waist.*
- *All equipment used should be age appropriate.*

Equipment

- *All equipment should be stored in an enclosed area. Children will have no access to this area.*
- *Equipment should be checked regularly for broken or damaged items which may be dangerous, these should be removed immediately.*
- *Skipping ropes should never be used to tying up staff or children. All equipment must be used for its correct purpose.*



Cleaning

- *Staff should check the cleaning rota and carry out their cleaning duty each day.*
- *Staff should wear gloves for **ALL** cleaning duties.*
- *Managers and Assistant Managers should check the cleaning at the end of each day.*
- *Cleaning equipment should be stored out of the reach of children.*

Toilets

- *Children should be reminded throughout the day to flush toilets after use and wash hands.*
- *Managers and Supervisors will need to check toilets at lunchtime and clean if necessary.*

Lunchboxes

- *Posters will be displayed to inform parents that there is no refrigerated area for lunchboxes and we will recommend that an icepack is included.*

General Staff Behaviour

- *Staff should stay with their designated group throughout the day, they should continue supervising that group unless they are on a break or told otherwise by the team manager or assistant.*
- *Never give piggy backs, pick children up, play fight, or behave in a way that could injure a child.*
- *Whilst supervising children staff should be focussed at all times and not sit and chat to other leaders during sessions.*



Staff breaks

- *All staff are entitled to a break.*
- *Ratios should be maintained at all times during the day including whilst staff are taking their breaks.*
- *Juniors who are not included in ratios are entitled to a 1 hour break.*
- *All staff over 18 are entitled to one 20 minute break if working over 6 hours.*
- *All staff under the age of 18 are entitled to one 30 minute break every 4.5 hours worked.*
- *This complies with current employment laws.*

Special Needs

- *Skoolz Out will make spaces available to children with special needs where possible.*
- *Parents will need to declare on the booking form any special needs that their child may have, this is in order that we can assess whether the scheme is appropriate for their child and work alongside the parent to meet the child's needs.*
- *We will work alongside The White Lodge Centre to provide spaces for children who need more support. The White Lodge Centre will provide trained staff who will work on a ratio appropriate to the participants.*



Behaviour Management

- *Skoolz Out promotes a positive approach to manage children's behaviour.*
- *Staff will have continued support to help to manage children's behaviour in a positive way.*
- *The Team will have a daily meeting where it will be possible for Play Leaders to raise issues about behaviour management.*
- *The Playleaders will set promises (ground rules) on the first day of the scheme through discussions with children.*
- *These will be written up and displayed where staff and children can refer to them if needed.*
- *Unacceptable behaviour will be considered bullying, anything physical (e.g. kicking scratching biting etc), swearing, racism, stealing anything disrespectful to staff or children.*
- *Positive behaviour management will be through:-*
 - *Staff setting a good example*
 - *Discussion and negotiation*
 - *Helping children to understand the effects that their behaviour has on others.*
 - *Rewarding children for positive behaviour through praise encouragement and giving out certificates.*
 - *Helping children to challenge bullying*

Physical Punishments and Intervention

- *Physical punishment must not be used under any circumstances.*
- *Physical intervention must only be used when deemed appropriate i.e. to prevent a child from having an accident or to prevent injury to others when a child is having a temper tantrum It must be using minimum force and for the shortest time.*
- *Any use of physical intervention must be recorded in the incident folder in detail including names of all those involved, names of witnesses and details of what led to the incident and what form of restraint was used and any consequences.*
- *The report should be signed by the Play Leader and then shared with parents as soon as possible after the event. Parents should be asked to countersign the report to show that they have witnessed it and are aware of the reasons for the incident.*



Discipline

- *The child will be given a verbal warning, this will be written in the incident folder (the child will be made aware of this).*
- *Another verbal warning will be given and the parents will be informed.*
- *The child will be excluded for one day.*
- *Permanent exclusion.*

Fire

- *All staff will be briefed on fire exits and the procedure in the event of a fire on the set-up day.*
- *The Team Leader will be responsible for carrying out a fire drill on the first day of each week of the scheme.*
- *The outcome of the fire drill should be recorded and discussed with staff.*
- *All fire exits must be checked and cleared daily.*

In the Event of a Fire

- *If you discover a fire, you must remember that the children are always your priority. Firstly check that no persons are in any immediate danger.*
- *The nearest fire alarm should be set off.*
- *The building should be evacuated by the shortest route, and all staff and children must assemble at the fire assembly point, discussed at set-up/ training session.*
- *The Assistant Manager must take responsibility for collecting and calling the registers once the children and staff are all outside.*
- *The Manager should call the fire brigade **immediately** (999 call).*
- *The Assistant Manager will report to the Manager with registers and numbers, so that any staff or children unaccounted for can be reported to the fire brigade upon arrival.*

NEVER TRY TO GO BACK INTO THE BUILDING FOR MISSING STAFF, CHILDREN OR YOUR BELONGINGS.



Health

Medical Conditions

- *All medical details will appear on registers; staff will be made aware of any special needs, allergies, asthma or medical details on the set up day prior to the start of the scheme.*
- *The Team Leaders will speak to and work alongside parents of children with uncommon medical conditions in order that they can get as much enjoyment and benefits as possible during their time on the scheme.*
- *The above will include children with ADHD.*

Medication

- *Parents/carers will need to declare on the booking form if their child is on any medication.*
- *Managers will speak to the parent and put any information on the medical register.*
- *Parents/carers must sign a medication form agreeing for their child to have medication on site.*
- *All medication is to be kept by the Manager, preferably locked away.*
- *Parents are asked on the booking form to give prior consent to any emergency medical treatment being given whilst their child is on the scheme.*
- *In the event of a child needing to go to hospital, the parent will be contacted. Permission for medical authorities to carry out any emergency treatment must be given on the booking form prior to attending the scheme.*

Preventing Accidents

- *During the staff set-up session, Managers and Assistant Managers will speak to staff about preventing accidents when leading activities. All staff will be reminded to play in a manner that is suitable to the activity, location, and the age of the children participating.*

Minor Accident.

- *Keep the injured person calm; if they are able to walk take them to an area where a qualified first aider will ensure that the most appropriate treatment can be given.*



Major Accidents

- *In the event of a major accident, **DO NOT MOVE THE INJURED PERSON!** Help them to stay calm and send someone else to get the Manager who will then ensure that a qualified first aider goes to the scene and contact emergency services if required.*
- *Staff must never transport any child to hospital an ambulance must be called.*

First Aid

- *All First Aid is to be administered by trained and qualified first aiders only.*
- *A clearly labelled First Aid box will be on site at all times and the contents will be checked and replaced regularly by the Manager.*

Accident Books and Forms

- *All accidents must be reported to the Manager or Assistant Manager and then recorded in the Accident Book.*
- *Please make sure that you fill in the accident book accurately and clearly so that your writing can be understood.*
- *All entries in accident book must be countersigned by the parent/carer of the child/ren involved.*
- *Assistants must inform their managers immediately of any accident resulting in a child being taken to hospital. The manager will then report the accident to Ofsted and Health and Safety.*

Contagious Diseases

- *Posters will be displayed encouraging parents to inform the Site Manager if their child has an infectious disease.*
- *The Manager will inform Parents of any infectious disease on site.*

Sick Children

- *Any child who is feeling unwell should be taken to a quiet area and made to feel as comfortable as possible.*
- *The child should never be left alone.*
- *Parents should be contacted to collect the child if necessary.*
- *If a parent cannot be contacted after trying all the emergency numbers, the child should stay on site until the end of the day.*



Smoking

- *All sites operate a strict no smoking policy.*
- *Any member of staff wishing to smoke will need to speak to the Team Leader who will then organise for the member of staff to find a quiet area off site and out of the view of the children.*

Child protection

Staff Responsibilities

- *Staff are responsible for reporting any changes they see in a child including the following:-*
 - *Changes in behaviour.*
 - *Unexplained bruising or marks.*
 - *Deterioration of a temperament.*
 - *Any comments that children make that might give cause for concern.*

Staff Behaviour

- *Staff must behave in a professional manner at all times when dealing with children.*
- *Staff must be discouraged from showing any signs of affection towards children at any time including hugging, sitting on laps, cuddling etc...*
- *Staff should never be left on a 1:1 basis with a child at any time.*
- *If a staff member notices any unusual behaviour in any of their colleagues they must report it at once to the Manager who will then record the incident in the confidential folder..*



If a child confides in a Member of Staff.

- *Listen to the child and take seriously what they are saying*
- *Never give an opinion on what the child is saying, and don't make any promises to the child that cannot be kept.*
- *Reassure the child that telling is the right thing to do.*
- *Make a record of what the child has told you, and inform the Manager as soon as possible.*
- *Do not put words into the child's mouth or try to get the child to accuse anybody.*
- *Treat the incident with the greatest sensitivity.*

In the event that a concern is raised :-

- *Alert the manager.*
- *Confidentiality is important at this time.*
- *The Manager will contact social services straight away and refer any details to them.*
- *Social Services will need a full report of the child and an account of all incidents leading to the referral by all staff involved.*
- *An accurate record must be kept of all incidents that have occurred, this should include injuries, times, dates concerns, and any action that has been taken.*

Allegations being made against a Member of Staff

- *The manager should be informed immediately, who will then contact social services.*
- *The member of staff will then be removed from the site pending an investigation; this will take place somewhere private and away from other staff and children.*
- *If necessary the Child Protection Unit and Ofsted will be informed.*
- *If the allegations prove false the member of staff will be reinstated.*
- *If the allegations are upheld the member of staff will be dismissed, OFSTED will be informed and the police will be involved.*
- *All matters will be clearly explained to parents/carers and staff involved.*



Complaints

- *All complaints from parents, staff, and children must be recorded in the incident folder as soon as possible.*
- *Complaints should be reported to the manager who will decide on an appropriate course of action.*
- *All complaints will be dealt with sensitively in partnership with the person making the complaint to come to a mutual and satisfactory outcome.*
- *Parents and carers can complain directly to OFSTED either by phone or e-mail*

OFSTED

BY PHONE 08456014771

BY E-MAIL WWW.OFSTED.GOV.UK

In the event of a Child being Lost.

Whilst off-Site

- *Before any off-site trips the Manager should speak to all children instructing them to stay with their leaders at all times. Staff should do regular head counts. Staffing should be at a ratio of 1:7 on all off-site trips. All staff **must** wear their staff T-shirt so that they are clearly visible to all children.*
- *Staff and children should be shown an area to go to in the event of losing their group on a trip. All children should be instructed on what to do if they lose their party.*



In the event of a Child Leaving the Scheme.

- *A member of staff should go and look around for the child (this should not compromise staff ratios).*
- *If the member of staff finds the child, they should contact the Manager to let them know and then try to gently persuade the child to return to the site.*
- *Please contact your manager as soon as possible and keep them informed on the situation.*
- *If the child refuses to return to the site the parent/carer must be called and asked to collect them from where they were found and then return to the site to sign them out.*
- *The leader must stay with the child at all times and must never try to force them to return to the site.*
- *The Manager must then discuss with the child, parents and Play Leaders what happened and decide on an appropriate course of action for the future.*
- *The Manager must write the whole incident in the incident report folder, and include statements from both the child and the Play Leaders involved.*

In the event of a Child not being found

- *If the child is not found within a reasonable amount of time, and all possibilities have been tried for places the child may be, parents/carers must be informed.*
- *The Play Leader must inform their manager who will then discuss with parents/carers to decide when to inform the Emergency services.*
- *Staff should remain calm and try not to worry the rest of the children on the site.*
- *This will be a difficult time for all involved and we must remember to treat each other and parents with sensitivity.*

In the event of a child not being collected

- *If a child has not been collected by 6 o'clock the parent will be contacted.*
- *If the parent and all other emergency numbers cannot be contacted, then social services will be called to collect the child.*

PLEASE NOTE: WE CANNOT LET CHILDREN GO WITH ANYONE OTHER THAN THE NAME ON THE SIGNING IN/OUT SHEET, UNLESS IN AN EMERGENCY WHERE THE PARENT/CARER HAS INFORMED THE MANAGER VIA PHONE CALL.



Equal Opportunities

- *Skoolz Out recognises and will reflect the diverse needs of today's children in its programme.*
- *We will listen to children's likes and dislikes and provide activities based on this.*
- *See special needs policy.*
- *Children will be encouraged to talk about their cultures in their group setting and have the opportunity to show dancing and singing and other talents from their culture*

Positive Attitudes and Self Esteem

- *All play scheme staff and children should value and respect each other.*
- *Staff should be friendly and positive towards children at all times.*
- *Positive behaviour is rewarded with praise and certificates. (These will be given out at the end of each day).*
- *Any behaviour deemed inappropriate will be discussed between play leaders and child/ren and by encouraging group discussions.*