



St Philip Westbrook
C of E Primary School

"Together we aim high and with God's love we can fly"

LINK CLUB

POLICIES AND PROCEDURES 2018

Reviewed December 2018

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MANAGEMENT OF THE CLUB

The club is a partnership between the Governors of St Philip School Westbrook, parents/carers and the children.

The management of the club will be the responsibility of the Management Team and the Governors. All parents and children will be encouraged to contribute to the club. Their suggestions will be valued. All contributions from staff will be valued. The management of the club is as follows:

SCHOOL GOVERNING BODY



MANAGEMENT TEAM



Business Manager: **Jayne Power** Head Teacher: **Jacqui Wightman**



Admin Assistant: **Lesley Thornton**



LINK CLUB SUPERVISOR

Vacant Position



PLAYLEADERS

Nicola
Abby
Carol
Stephanie
Helen
Cheryl
Vivian
Denise
Jane
Porcia
Ranja
Aleena
Kim
Rebecca

VALUES AND ETHOS

At St Philip Westbrook Church of England Primary School we all work together to achieve our vision of 'Together we aim high and with God's love we can fly.' Christian values are at the heart of our teaching and learning and we encourage all of our children to put these values into practice in every aspect of school life. Our values are:

- Respect
- Hope
- Trust
- Fairness
- Compassion
- Wisdom
- Fellowship
- Perseverance

"Values such as fellowship, perseverance, trust and compassion are firmly seen in pupils' excellent spiritual, moral, social and cultural development. Pupils know these are fundamental values for a caring cohesive society and understand how these underpin the school rules." Ofsted Report

ADMISSIONS POLICY

The Link Club has two sites within the premises of the school. The Cabin can accommodate 32 children and Small Hall can accommodate 48 children, for Breakfast and After School Club. We also run a holiday club during half term and Summer holidays.

In the initial instance, admission was given to children who intended to use the club every day and remaining children were placed on a waiting list, however as the club has evolved we have introduced an admissions criteria.

The admissions criteria will be reviewed termly and will be changed to best accommodate the waiting list and the available places at the club. Any changes will have to be approved and supported by the board of Governors.

We hope by introducing and monitoring our Admissions policy, that our admissions criteria will be fair and our club accessible to all.

- Looked after Children
- Siblings of children already attending
- Children who already attend the club and require further sessions
- Children who require emergency sessions due to family circumstances
- Children at the top of the waiting list
- Children who require regular same day sessions
- Children who require ad-hoc shift pattern sessions

ADMISSIONS CRITERIA

The admissions criteria will be as follows:

1. Children in care
2. Children with a sibling already attending the Club.
3. Children without any current provision.
4. Children requiring full time sessions.
5. Children requiring part time sessions.

Parents/Carers requiring a place at the club for their child/children are asked to complete an application form. They will then be allocated a place using the above criteria or placed on a waiting list until a place becomes available.

The administration of the waiting list is the responsibility of the Business Manager and should be reviewed weekly. Priority will be given to children who have been on the list longest and who fit the admissions criteria.

It is also our policy to accommodate any child, where possible, in emergency situations i.e. when a place is required at short notice due to family emergencies, illness, bereavement etc.

ATTENDANCE CRITERIA

We have an extensive waiting list at the club and in order to maintain this list and be fair and transparent to all families, the following criteria exists:

1. All session paid for must be attended.
2. Any sessions missed on a regular basis, minimum of three continual sessions over a half term period, will be reported to the Business Manager and parents will be informed that unless the sessions are taken up they will be allocated to another family from the waiting list.
3. Our policy is not to allow families to reserve sessions when they have no intention of using them on a weekly basis.
4. We do reserve the right to review individual cases.

PAYMENT POLICY

Fees will be invoice half termly in advance. Payment can be made by cash, childcare vouchers or directly to our bank account, the details of which are on the bottom of our invoice. Payment must be made by the date shown on the invoice.

Breakfast Club £4.50 per session 7.30 – 8.45 a.m.
Afterschool Club £8.50 per session 3.20 – 6.00 p.m.

Where there are two or more children attending three or more sessions a family discount of 10% will be deducted from their invoice.

If a child is absent sessions must be paid for. In the event of there being a dispute over payment, the Complaints procedure, as displayed in the club, will apply.

A £10 registration fee will also be charged to all new starters, this is non-refundable. All new starters to the club must also pay their first terms fees in advance of their starting the club.

OVERDUE FEES

If for any reason payment cannot be made the parent/carer must inform the Link Club's Business Manager, who will make every effort to liaise with the parent/carer to resolve the problem. If arrears accumulate, we will have no alternative but to ask the parent/carer to find alternative provision.

CHILDCARE VOUCHERS

The club is registered with a number of childcare voucher providers. This information is available within the club.

DROP OFF/COLLECTION

Breakfast Club Opening Times 7.30 am – 8.45 am.

Children should be brought in and signed for. No responsibility will be taken for the children prior to 7.30 a.m. No responsibility will be taken for children not signed into the club.

Delivering Children to and from the Club to School

All children will arrive at their respective classrooms by 8.45 am.
Infant children will be delivered to the classrooms.
Junior children will be accompanied to their units.

After School Club Opening Times 3.15 pm – 6.00 pm.

Children must be signed out at the end of every session. The parent/carer must make themselves known to the Link Club Staff, they must also inform the Club staff if there is any change to the collection routine i.e. different person or different collection time. A mobile contact number has been given to all parents so that Link Club Staff can be contacted during club opening hours. Alternatively messages for Link Club can be left with the School Office during the day or email the Admin Assistant, Lesley Thornton: StPhilips_linkclub@warrington.gov.uk.

A late collection charge of £5 will be made for every fifteen minutes after the end of the session time. Parents/carers must call Link Club and inform them if they are to be late to ensure minimum upset to the child. If a child remains in Link Club after 6.30pm two members of staff will stay with the child.

Could parents also note that when collecting their children from

Link Club they should spend no more than 5 – 10 minutes collecting their child and signing them out. This is for the children's security and safeguarding, as any adult spending time with children should have a DBS from the school.

Delivering Children to the Club from School.

All children will be collected from their classrooms and taken to the Link Club by a member of link club staff. Staff will have a collection list for each classroom. Where a child is absent and we have not been informed of a reason for absence, the parent will be contacted immediately to confirm their non-attendance.

UNCOLLECTED CHILDREN

In the event that a child is not collected by an authorised adult at the end of the session, the Link Club puts into practice agreed procedures. This ensures that the child is cared for safely by an experienced and qualified practitioner who is known to the child.

We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

If a child is not collected at the end of a session we will:

- Check the child's contact details and try and contact their parent/carer.
- We will inform the Head Teacher/Chair of Governors.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child we will contact our local authority's Children's Services team.

MISSING CHILDREN

Children's safety is maintained as the highest priority at all times.

In the event of a child found to be missing or leaving the club, during the session* without a member of staff being aware we will:

- Inform all Link Club staff, Supervisors, Head Teacher and School staff immediately.
- Check the registers to make sure all other children are on the premises. Check doors and gates for any breach of security.
- Carry out a thorough search of the building, playgrounds and garden areas.
- If the child is not found, the parent is contacted and the missing child reported to the police within 5 – 10 minutes.
- The Link Club Manager and Head Teacher talks to the staff to find out when and where the child was last seen and records this.
- The Link Club Manager will contact the Chair of Governors and report the incident and ask that they come to the school immediately.

*The term 'during the session' means from the time the child has been signed in, to the time the child is delivered to their classroom or parent/carer.

Our Link Club is a place where children feel safe, happy and relaxed.

It is not an extension of school. Activities will be based around play and fun.

The Link Club is **not** a homework club, the staff are **not** Teaching Assistants and will **not** be expected to complete homework with the children.

If a child requests the time to complete their homework they will be allowed to do so, a quiet area will be available for activities such as reading etc.

However it is ultimately the parent/carers responsibility to check any homework that the child decides to complete within the Link Club.

DISCIPLINE POLICY

Informally and in conjunction with parents/carers, we will decide what methods to use to correct any unacceptable behaviour, it is hoped that these methods will be reinforced at home. Each child is an individual. Methods used will vary but will be adapted according to the possible causes and the child's development age and needs.

The Link Club hopes to work in partnership with parents/carers and will inform parents of progress made with regards to the situation.

If a relevant period of time should pass and it is felt that little or no progress has been made, it may be necessary to send parents a formal letter from the Club. This would state the problems/situation occurring and the methods used to date to try and assist the child.

The Business Manager will always be available to discuss matters with parents/carers, whilst supporting and respecting decisions made by the family.

The complaints procedure will be open to any parents/carers who have any concerns arising from this.

The Link Club recognises that children's inappropriate behaviour arises just from the fact that they are young. Their immaturity and inexperience make it hard for them to handle aspects of life which are routine for us. For example children, like adults have strong emotions and sometimes don't have the ability to think before acting or to predict the outcome of their actions. The impulsive behaviour can often lead them into trouble.

BEHAVIOUR POLICY

We will challenge unacceptable behaviour at all times. These unacceptable behaviours will apply to children, staff and visitors.

We will:

1. Find out the reasons for the behaviour and provide explanations as to why the behaviour is unacceptable.
2. Be consistent in our approach to unacceptable behaviour. We will also use non-violent approaches to difficult behaviour. All staff will support each other in this approach, taking control if needed.
3. Never label children.
4. Report all serious incidents to the Governors.
5. Draw up a Code of Conduct by the children and staff.
6. If unacceptable behaviour of any kind persists and support from parents is not given, or behaviour does not improve the family will be asked to leave the club.

We want our club to be a place where we.....

Have Fun
Be happy (everyone)
Be quiet if we want to be
Can help others if they are hurt
Be clean and tidy
Be nice to each other
Listen to others
Sit together to have drinks and snacks
Help each other
Tell the truth
Be safe
Play together

To be able to do this we need to.....

Not fight or argue
Not tease each other
Put toys away when we have finished and help tidy our mess
Not shout at each other
Not throw things
Not call each other names
Tell 'Mum and Dad' if we still continue.

SAFEGUARDING CHILDREN

The Link Club has a duty to be aware that abuse does occur in our society. Our prime responsibility is the welfare and wellbeing of all children in our care.

We aim to safeguard children by:

- Running annual training for staff.
- Working with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.
- Ensuring that all staff and parents are made aware of our safeguarding policies and procedures.
- Providing adequate and appropriate staffing resources to meet the needs of children.
- Abiding by Ofsted requirements in respect of references and make sure that all staff and volunteers have the appropriate checks to ensure that no disqualified person/unsuitable person works at the setting or has access to the children.
- Mobile phones are not allowed to be used by staff or children within the setting during session times. All staff phones are kept in their handbags/coats and put into a cupboard.
- The use of a camera is restricted to the Link Club's camera only. This is kept on the school premises within a locked cupboard.
- Ensuring that volunteers do not work unsupervised.
- Making sure that any suspicions and investigations regarding children's welfare are kept confidential and shared only with those who need to know.
- Having procedures for recording the details of visitors to the setting.
- Parents when collecting and dropping off children are encouraged to spend a maximum of five minutes within the setting.

Responding to suspicions of abuse

If any member of staff has a genuine concern regarding the welfare of a child, they should complete a Safeguarding Concern Form, with as much detail as possible and refer this to the Designated Safeguarding Lead, Jacqui Wightman or Angela Deakin.

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, behaviour or play.
- When such evidence is apparent, the child's key person makes a dated record of the details of the concern, (copy of the form in the appendices), and gives this to the Designated Safeguarding Lead (DSL). The DSL will then take the appropriate action, it is important that the reporting member of staff checks the outcomes of the concern with the DSL.
- If a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect the staff member will:

Make a written record (objectively) of the observation/disclosure that includes: the date and time of the observation/disclosure, the exact words of the child, the name of the person to whom the concern was reported, with the date, time and the names of any person present at the time.

These records are signed and dated and handed to the Schools Designated Safeguarding Lead.

- We notify the registration authority, via the Head Teacher (Ofsted 0300 123 4666) Monday – Friday 8.00 a.m. – 6.00 p.m.), of any incident or accident and any changes which may affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection issues.

INFORMING PARENTS

- Parents are normally the first point of contact.
- If a suspicion is recorded, parents are informed at the same time that the report is made, except where the guidance from local Safeguarding Children officer does not allow.

TRAINING

- We provide an annual training course, at the start of every academic year, held in house for all staff, it is obligatory that they attend.
- We seek out training opportunities for all adults, involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff understand and are aware of the procedures for reporting and recording their concerns in the setting.

Managing an allegation of abuse against a member of staff.

Our Link Club will work with, children, parents and the community to ensure the rights and safety of children.

- We ensure that all staff and parents are made aware of our safeguarding policies and procedures.
- Applicants for posts within the Club are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry our 'enhanced disclosure' checks with the DBS (Disclosure and Barring Service), previously known as Criminal Records Bureau, before posts can be confirmed.
- All parents know how to complain about the behaviour or actions of staff/volunteers within the Club or anyone within the setting which may include allegations of abuse.
- We follow the guidance of the Safeguarding Children Board when responding to any complaints that a member of staff/volunteer or anyone working in the premises has abused a child.
- We record details of any such alleged complaint.
- We refer any such complaint immediately to the local authority's social care department. We also report any such alleged incident to Ofsted and what measures we have taken. **We are aware that it is not an offence to do this.**
- Where the Governors and Children's Social Services agree, that it is appropriate in the circumstances, the Head Teacher will suspend the member of staff on full pay, or the volunteer, for the duration of this investigation.

This is not an indication or admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

COMPLAINTS PROCEDURE

Developing partnerships with parents and carers is essential to the quality and development of the club. The Club will provide parents and carers with as much information as possible about the services we provide. We welcome any suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting.

1. Any parent who has a concern about any aspect of the settings provision should report their concerns to the Club Manager. Most complaints should be resolved amicably and informally at this stage.
2. If this does not have a satisfactory outcome, the parent can put their concerns or complaint in writing to the Head teacher at the address below:

**Jacqui Wightman
St Philip Church of England Aided Primary School
Westbrook Centre
Westbrook
Warrington WA5 8UE**

All details of the complaint will be recorded and filed in a complaints file.

EMPLOYMENT POLICY

Ratios

We provide a staffing ratio in line with local authority guidelines and Early years Foundation Stage requirements. To meet this aim we use the following ratios of adults to children:

Children Aged 4 –8 : 1 adult to 8 children

Children Aged 8 -11 : 1 adult to 10 children

- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that all children have a named member of staff to form a relationship with, who will liaise with parents for the child's wellbeing and support their individual needs.
- We hold regular staff meetings to discuss the staffing and running of the club and to look at any problems or difficulties that arise from time to time.

Vetting and Staffing Selection

- We work toward offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community.
- We use Ofsted guidance on obtaining references and enhanced staff and volunteers who will have supervised access to children.
- We keep all records relating to employment of staff and volunteers.
- All those involved with recruitment will follow an agreed recruitment procedure. This includes the format process for job Description, Application Forms, Advertisements, Selection and Induction.

CONDITIONS OF SERVICE

All efforts will be made to ensure that premises and tasks are accessible to those with disabilities. It is also important that those dependants are not discriminated against. Work patterns will be considered to determine which are essential and which could be flexible.

Equal opportunities will be considered in all aspects of staff terms and conditions and will be reviewed. This will look at leave for periods of maternity, paternity, sickness, dependants and adoption or fostering.

Link Club aims to ensure that staff do not suffer offensive language or behaviour in the workplace. Staff contracts will state that offensive language or behaviour is not acceptable. Any use or misuse of Drugs or any form of Substance abuse will not be tolerated and alleged use must be reported to the Club Manager.

Staff Training needs will be reviewed regularly and arranged as appropriate.

Any complaints or grievance by a member of staff should be made to the Head teacher who will refer the matter to the Governing Body.

All staff will be expected to follow the procedures/guidelines for Health and Safety in the Workplace.

EQUAL OPPORTUNITIES

Link Club is committed to achieving a service which provides equal opportunities and freedom from discrimination on the grounds of race, sex, class or disability in both the service provided and employment.

Link Club is committed to taking positive action to eliminate discrimination in all areas of its work. To achieve this, the following statements have been produced.

Anti-Racism Statement

In recognition of the fact that we live in a multi-racial and multi-cultural society, we wish to promote understanding of and commitment to, the principles of racial equality and justice. Childhood is an important time for developing awareness and adults have a responsibility to encourage positive attitudes.

Happy Hares welcomes, respect and values every child and their family. Because racism exists, this statement is being made to help us develop and put into practise anti-racist strategies.

It is intended that:

- All staff and volunteers become aware of racism, its effect and the implications to our work.
- All staff are encouraged to provide an anti-racist environment.
- All public relations and marketing of the service will reflect our multi-racial society and have an anti-racist perspective.
- Staff recruitment methods are actively anti-racist.
- All training is anti –racist in content and conduct.

Anti-Sexism Statement

Link Club is committed to achieving a service which provides equal opportunities and freedom from discrimination on the grounds of race, sex, class or disability in both the service provided and employment.

We live in a society in which the process of sexual stereotyping leads people to conform to gender roles which can inhibit the individual's attitudes, preferences and aspirations.

The effects of sexism impoverish both sexes, by limiting horizons and restricting choices. The process of acquiring and practising sexist attitudes is subtle and largely unconscious.

Implementation of the Equal Opportunities Policy

Equal opportunities will be considered in all aspects of the service that Happy Hares Link Club provides. This will be reviewed regularly and monitored for effectiveness.

Language or behaviour designed to be offensive to any groups outlined in our statement is unacceptable and will not be tolerated at Happy Hares. Notice to users will explicitly state, that discriminatory language or behaviour is not acceptable. All offensive language/behaviour will be challenged.

We will review equal opportunities by:

- Consulting with other organisations/seek expert advice.
- Monitor admissions and consider if they are representative.
- Review publicity for positive images and a clear statement of our equal opportunities policy.
- Provide equal access to activities and resources.
- Looking at accessibility to all.
- We recognise that staff are important role models for children and the image of the club. We will aim to employ workers that represent all sections of the community.

DISABILITY POLICY STATEMENT

This statement enables Link Club to promote equality of opportunity for children with special needs and their parents and carers.

Link Club also seek to encourage access to children and parents and carers with disabilities. We aim to make full use of the skills and abilities of workers both voluntary and paid and to assist them in suitable employment or work as appropriate within the organisation.

SPECIAL NEEDS POLICY

Our Link Club aims to provide appropriate learning opportunities for all children.

- Children with special needs, like all other children, are welcomed by our Club.
- We liaise with Lydia Pritchard, Special Needs Co-Ordinator for St Philip School when any child with extra needs attends our Link Club.
- If it is felt that a child's needs cannot be met in the Link Club without the support of a one to one worker, we will liaise with SENCO and parents/carers to try and gain funding to support the child
- Staff when possible, attend training on special needs.
- We work closely with parents of children with special needs to create and maintain a positive partnership.

POLICY ON ALCOHOL/OTHER SUBSTANCES

Link Club places high importance on ensuring that staff and other adults working with children are suitable to do so.

- At induction, staff are informed about the legal requirements when working directly with children that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- Staff must inform the Manager if any medication they are on at induction and at any further point if it may affect their ability to care for the children, the manager makes a dated record of this in the confidential file for staffing.
- If a member of staff is considered no longer a 'suitable person' under this alcohol/drugs policy, the Head Teacher will be required to inform Ofsted. Ofsted may assess the Link Clubs continuing suitability to provide childcare if the staff remains in employment.

HEALTH POLICY

Good Health is important. To ensure the health of both children and adults in Link Club the following policy has been adopted:

Outdoor Play

- Children will have the opportunity to play in fresh air throughout the year.

Illness

- Parents are asked to keep children at home if they have an infection and to inform the Link Club as to the nature of the infection so that Link Club staff can make careful observation of any child who seems unwell.
- Parents are asked to keep at home any child who has been vomiting or has diarrhoea until at least 48 hours have elapsed since the attack. If your child tells us that they have been sick within 24 hours, we will ring you to come and pick them up).
- Cuts or open sores, whether on adults or children, should be kept covered with a plaster or other dressing.
- Link Club will ensure that the first aid box is kept clean and replenished as necessary.

Personal Hygiene

- Staff will ensure that children will wash their hands following messy activities, outdoor play, after using the toilet and before they eat.
- A box of tissues will be available and children will be encouraged to blow and wipe their noses when necessary.
- Children will be encouraged to shield their mouths when coughing.
- Children will wash their hands using a soap free cleanser that is dispensed for individual use.
- Disposable paper towels will be used for the drying of the hands.

Cleaning and Clearing

- Any spills of blood, vomit or excrement will be wiped up and flushed down the toilet. Staff will always wear protective disposable gloves when cleaning up any bodily fluids. Floors and affected surfaces will be dis-infected.
- Any soiled garments will be wrapped in a polythene bag.
- All surfaces will be regularly wiped with an anti-bacterial solution or a sterilising solution.
- If a child has soiled themselves we will remove the child from the group, inform the parent/carer and keep the child comfortable until a parent arrives. If the child is able to, we will encourage them to clean themselves and offer a change of clothes, until their parent/carer arrives.

HEALTH AND SAFETY POLICY

Link Club accepts responsibility for Health and Safety as an employer and expects its promotion to be a mutual objective with its employees, the school Health and Safety Policy is adhered to by Link Club. We will do all that is reasonably practicable to prevent personal injury, protect against foreseeable work hazards and damage to property and have due regard to protect the general public where they come into contact with Link Club activities.

- No smoking on the premises
- No hot drinks in any room occupied by the children.
- No inappropriate jewellery to be worn – wedding rings are acceptable.
- Dress code: Sensible shoes, no shorts, short skirts or low cut tops, no dress jewellery.
- All members of staff have up to date First Aid training.
- No running inside the premises.
- All cleaning materials to be placed out of reach of children.
- All fire exits to be clear and free from obstruction.
- All fire extinguishers to be clearly labelled.
- A copy of the fire drill should be clearly visible at fire exits.
- Protective clothing shall be worn when serving food.
- Never leave scissors or potentially dangerous objects within the reach of children.
- Any accident involving bodily fluids must be reported to a First Aider.
- All staff should familiarise themselves with the First Aid Box.
- No pills or medication to be administered by unauthorised staff.
- No student should be left unsupervised at any time and children must be supervised at all times.
- Under no circumstances may a member of staff take a child from the premises unless a written consent has been obtained from the parent or child.

Link Club will, as far as is reasonably practicable, pay particular attention to ensuring that all staff have relevant training with Health and Safety Procedures. Link Club accepts that a H & S Policy

will only be effective when it involves all employees and therefore, the employees are reminded that they have a duty to co-operate in the operation of this policy by:

- Working safely within existing legislation
- Ensure their safety and that of others
- Not to interfere or misuse any equipment
- Report incidents which may affect H & S
- Assist in the investigation of accidents to prevent re-occurrence.

Link Club will communicate this policy to all employees and it will be reviewed annually, added to, modified as required and may be supplemented in some cases by further statements or training in specific areas.

- Fire Prevention
- Accidents and First Aid
- Emergency information
- Health and Safety Checklist
- Medication

FIRE SAFETY

We ensure that our premises present no risk of fire by ensuring the highest possible standards of fire precautions:

- The basis of the safety is a risk assessment. These are carried out by a 'competent person'.
- We have a copy of the fire safety assessment for the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Our emergency evacuation procedures are clearly displayed on the premises, explained to new members of staff, volunteers and parents and practiced every half term.
- Records are kept of fire drills and the servicing of fire equipment.

Emergency Evacuation

A person discovering a fire should:

- Inform all members of staff
- Raise the alarm
- If necessary, fire equipment should be used to clear the exit.

Evacuate the Building as follows:

- Staff must remain calm
- Keep children calm.
- The member of staff who took the register will line the children up at the nearest clear fire exit, carry out a quick head count and leave the building.
- During this time the remaining staff will check the toilets, corridors and kitchen for other children, closing all doors.
- Once assembled at the assembly point the register will be taken.
- Return to the building only if safe to do so.
- Record all information.
- The Link Club Supervisor to inform the fire service.

ACCIDENTS AND FIRST AID

We follow the guidelines of the reporting Injuries, Diseases and dangerous occurrences (RIDDOR) for the reporting of accidents and incidents.

- Our accident book is kept safely and accessibly

- Is accessible to all staff and volunteers who know how to complete it.
- The accident book is renewed half termly, to identify any potential or actual hazards.
- Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital Doctor, or the death of a child or adult. We will also make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Disease and Dangerous Occurrences.
- Any dangerous occurrence is recorded in our incident book, whether involving a child or a member of staff.
- All telephone numbers for emergency services, including local police and the person responsible for the premises are easily accessible.

FIRST AID

It is our policy that all members of staff hold a current First Aid Certificate. The Supervisor of each room will ensure that the First Aid box is kept fully stocked and that accident forms are completed as and when necessary.

In the event of an accident

- **Keep calm**
- **Talk to the child/casualty and reassure them.**
- **Summon the designated First Aider**
- **Assess the situation, is danger still present? Ensure the safety of the group.**
- **Apply appropriate first aid – if in doubt do nothing, get the child to hospital.**
- **Contact the child's parent/carer and inform them of all injuries.**
- **Record all accidents/injuries, however minor, in the accident book. If appropriate a copy of the sheet should be passed to the school.**

- If the child's emergency contact has not arrived by the time the ambulance has, a member of staff will go with the child to hospital, taking the child's registration form.
- Incidents involving blood should be treated by someone wearing disposable gloves.
- A suitable non-porous dressing should be used.
- Dispose of all swab and dressings carefully.
- Clean up any spillages of blood with a suitable disinfectant or sanitizer.

MEDICATION

Link Club promotes the good health of the children and is committed to equal opportunities. We have a policy on administering prescribed medicines to support individual children with medical needs.

- We will only administer prescribed medicines.
- We will only administer medicine if a medication form has been completed.
- Parents/carers must complete a medication form and update this when necessary.
- If a parent/carer wishes to come in and administer any medicines, they must also complete a form, as we cannot accept responsibility for any side effects that may occur.
- Any medication will only be given as prescribed by G.P. i.e. printed on bottle, packet, box etc.
- Any children requiring inhalers should have a spare one within the Link Club and this should be checked regularly.
- A member of staff will always witness the administering of any medicines and sign the medication form to prove this.
- All medication will be kept in a locked cupboard at all times.

- session and hazards noted on the checklist.
- The member of staff completing the checklist must report any hazards immediately to the Club Supervisor. The supervisor will check and correct if possible. Any repairs need to be reported to the school via a buildings book in duplicate. One copy to the school office and the club copy is to remain on site.
- All hazards must be made safe prior to the children attending.