

WELCOME TO

MASK

BEFORE AND AFTER SCHOOL CLUB

PARENTS
INFORMATION BOOKLET

POLICIES AND PROCEDURES

PROVIDING A WARM AND CARING
ENVIRONMENT FOR ALL CHILDREN

MOULTON PRIMARY SCHOOL (MASK) BEFORE AND AFTER SCHOOL CLUB

Tel: 01604 643061 extension 234 between 7.45am and 8.45am then 3.00pm and 6.00pm
(Messages can be left on voicemail any other time)

Playworkers

Sally Thorneycroft
Melanie Minor
Sarah Linnell
Tina Dickens
Julie Carr
Georgina Boileau

All staff have been Police and Health checked

The club maintains a suitable ratio as recommended to ensure the safety of all children attending. If any parent has a talent or skill they feel would be beneficial to the club or knows of someone who would like to work voluntarily either at the club or on the committee we would love to hear from you. Please contact any of us through the school office or through the classroom contacts above.

What are we?

Moulton Primary Before and After School Club (MASK) is a separate facility based in the school grounds for the children of Moulton Primary School. The club caters for all sorts of play and learning needs through structured and free time sessions and provides simple snacks and light refreshment to nourish children until teatime at home.

It provides care for children aged 4-11 years old between 7.45am – 8.45am on days that the school is open.

It also provides care for children aged 4-11 years old between 3.20pm – 6.00pm on days that the school is open.

Where are we?

Moulton Primary School After School and Breakfast Club meets in the mobile classroom off the school car park. To gain access to collect your child or drop off please press the MASK button at the entrance of the green security gates, there is an intercom and we are able to see who is at the gate and you will be asked who you are collecting. When you hear the tone push the pedestrian gate, please note the gates are heavy to push. When you reach the mobile classroom please ring the bell and a member of staff will let you in. When leaving there is a button on the side of the wall near the gates please press in order for a member of staff to release.

Security gates

For security reasons (PLEASE DO NOT ALLOW ANYONE ELSE INTO THE SCHOOL GROUNDS THROUGH THE GATES EITHER WHEN ENTERING OR LEAVING THE SCHOOL). Any other parents must press the button for entry. We would also like to request for safety reasons that you do not enter through the big gates if they are open. These gates are automatic and can close at any time and injure or crush yourselves and children.

You may use the school car park for dropping off ONLY for uses of the Breakfast Club in the mornings. However, we do insist that if you use this facility please be mindful of speed and pedestrians, otherwise this may result in this privilege being withdrawn.

What do we do?

Before School

7.45am onwards – children dropped off by parents.

7.45am -8.25am – Breakfast.

8.45am – Children escorted to the school building – KS1/Foundation escorted to their classrooms.

Between 7.45am and 8.45am a range of quiet activities are available, both guided and free choice in groups and playing in our outside area.

After School

3.20pm and 3.30pm - KS1/Foundation children are met from class.

3.30pm – 4.00pm – snacks are provided, children relax and a quiet area is made available for homework if required.

4.00pm – 6.00pm - a range of activities are available, both guided and free choice in groups.

Examples of activities and snacks

Activities include:-

- Art and craft – painting, colouring, sticking
- Role play, dressing up, imaginative play
- Computers, games, board games, quizzes, cooking without heat
- Quiet area set aside for homework if required.
- Celebrating other cultures and festivals.
- Outside play area and use of the school field.

Before School Breakfast A range of healthy food which always includes:

Cereals, toast and fruit.

Fresh fruit juice, milk, water available at all times.

After School Snacks A range of healthy food which always include:-

Fruit.

Fresh fruit juice, milk, water available at all times.

The club uses excess fruit and milk from school.

Welcome to MASK

We hope the children enjoy the facilities we have to offer as we work towards a happy leisure time for them. We welcome ideas from the children for activity sessions or themes, and shall accommodate them as much as possible within our limits. The children have a Council where they can discuss their views and ideas about the club. If any child attending MASK wish to attend other clubs put on or run by the teachers, MASK staff are happy to arrange to take them or bring them back to the Afterschool Club.

All staff are DBS vetted and hold current First Aid and Food Hygiene Certificates and all our staff receive further training in playwork and child safety as appropriate to the needs of the club.

The club has a committee, which consists of MASK staff, teaching staff and parents. If you wish to join our committee please contact the MASK manager. Meetings are held 3 times a year unless the need arises for additional meetings. A list of committee members is available if required, please speak to a member of staff.

What do you do?

You, as the parent or guardian of the child wishing to join the club, need to read through the prospectus including the sections about our policies and procedures. If there is any section you do not understand or any points that you would like to discuss then please contact a member of the committee directly or through the school office. Once you have read through and understood our policies and procedures, please contact the MASK Managers on the telephone number given or through the school office, where they can pass a message on. The staff in the school office are unable to tell you if there is availability or not.

How to book a place and non-availability

Once a place has been confirmed, MASK will obtain a copy of the School's Data Information on your child/ren and you will be required to sign a registration form which you can obtain from the MASK leaders. **These forms must be completed and returned to MASK before your child can start. Payment will be required in advance using the schools on-line payment system, details of which are available in our Fees section.** This place is then yours until such time you inform the MASK leaders that you no longer require the place (please see the section on cancellations). Fees will be calculated over the school year and divided into equal monthly instalments over 11 months or 12 months if paying by vouchers; based on the days your child/children attend and a date will be given for when payment is required. **This payment must be made online by the deadline date.** In all cases working parents/carers requiring full time places will be given priority.

A waiting list is in operation if we are unable to offer you a space and MASK staff will contact you once a space comes available.

Fees

The fees are per session. £3.10 per session Before School and £7.20 per session After School. All fees are to be paid using the schools online payment system (SQUID). The school will have given you your SQUID registration number for each child you have in Moulton Primary. Your offer will be added to the system once you have received your payment details for the term, payment will need to be made by the deadline date. Once the deadline date has expired all offers will automatically be deleted from the system. If payment has not been made without prior authority to do so you will be unable to use the club, as without payment there is no contract of service and therefore the child/ren and club are not protected by our insurance. In the case of non-payment without formal notice as per the section on cancellations and termination you will still be required to make that terms payment.

If you wish to pay with childcare vouchers then please speak to a member or staff.

Children attending extra-curricular school clubs, holidays taken in term time or school trips and using MASK are still expected to pay full fees. This will ensure that your space is secured. We will assume that if they are not paid for then you do not wish to secure your space. No refunds for monies already paid can be made for any absence and cannot be offset against future bookings. However, in special cases, dispensation can be made by the committee.

Our staff are here to help so if you are experiencing problems with payment please speak to a member of staff to see if there is anything we can do to help.

Unfortunately due to administration costs we are unable to refund fees even if school closure occurs due to extreme circumstances eg. Snow, flooding or heating failure.

Regular or Casual Bookings?

At the moment we have a priority to ensure the viability of the club sessions therefore only regular bookings, that is the same day every week, can be taken half termly. **Only in extreme circumstances can we accept bookings on the day depending on available space.**

Cancellations and Termination of Place

Once your booking has been accepted then no fees may be refunded for a cancelled place. Once the place has been offered to you, it will not be withdrawn except in exceptional circumstances or where breaches of our policies and procedures may have occurred.

A terms notice including payment is required in writing for children leaving the club permanently.

Non attendance of MASK

Please inform MASK if your child is not attending Afterschool Club because of illness, going home with a friend, being picked up by someone else in the playground, being collected by someone different from MASK or any other reason at the end of the day. This will save staff chasing round the school looking for children and also save the embarrassment of not allowing a child home with someone you have nominated because we were not aware.

If your child is ill and attending the Breakfast Club it would help if you could inform MASK that they will not be attending but would also ask that you still contact the Main School Reception to advise them of your child's absence. MASK will not be responsible for this.

PLAY POLICY

MASK provide a range of activities and play for all children who attend and recognise each child's interests, cultural background and abilities. We will provide a range of resources appropriate to the activities planned that we have at our disposal.

We aim all planned activities to allow the children to build on their own initiative, using their imagination, thinking, able to explore and experiment and also to help develop their social relationships.

During play and activities MASK staff will:-

- Only intervene where absolutely appropriate.
- Not allow a child to be left unsupervised.
- Ensure children have access to daily outdoor play and make the decision as to the weather being suitable for outdoor play. We have use of the school field, adventure playground as well as our own area.
- Allow the children to evaluate the play/activities and staff will also evaluate them.
- Allow all children to take part in all play situations and will not be forced if they wish not to.

We do have time restrictions on certain activities and these include playstation, computer, pool table and watching of the television. This is usually 15 to 20 minutes.

The club has a Council run by the children whereby a group get together each term and discuss what they want from their club and the types of activities, food games they would like to see. Rules are made up by the children and they discuss whether change is needed to any of them. All children get a chance to attend meetings if they wish.

ADMISSION AND COLLECTION POLICY

Admission

Spaces will be subject to availability. A waiting list is in operation for these children. When a place becomes available, priority will be given to children requiring full time places whose parent/carer is working. No child will be admitted to MASK until all registration forms have

been completed and received by the manager. Once a place has been offered it will not be withdrawn. Places shall be booked on a half term basis and paid in advance unless by previous arrangement with the manager. No private arrangements must be made between parents/guardians. Please speak to the supervisor with regard to availability of any additional spaces.

All children attending MASK before school club must be brought in by their parents/guardians and signed in. If you ring the manager at MASK before school club to say that your child is not attend because they are ill, you must still contact the school office. MASK staff will not be responsible for passing on messages of illness to the school.

Collection (relating to After School Club)

The policy of the club is that any child left in the care of the club may only be collected by the parent or legal guardian, or by a person authorised by the registering adult on the registration form. If, on occasion, a parent has to ask somebody not listed on the form to collect their child, then that parent will contact **personally** the Supervisor or the School Secretary to inform them who will be collecting their child. No child may be collected by another child under the age of 16 years. No child will be able to leave with another child's parent unless previously agreed with the Supervisor and all adults involved.

Note: Should unfavourable domestic issues arise, please resolve the matter of collecting your child as the club cannot legally prohibit any parent listed on the contact information from collecting their child – unless there is legal documentation.

Late Collection (relating to After School Club)

If you cannot collect your child on time you must inform the supervisor at the club. Any parent collecting a child late will be fined from 6pm onwards at the rate of £5 per quarter hour. This will cover the cost of staff and any other phone calls that may have to be made and is payable within 7 days. Persistent lateness or failure to pay any fines may result in your place being cancelled. Please read the collections policy for full details.

Please note that we will not offset early collections against late collections.

If a child is not collected

If the supervisor has not been notified that a child is not being collected on time then the following procedures will apply:-

After 10 minutes the supervisor will attempt to contact the parent or guardian of the child at home and at work. If the parent cannot be located the supervisor will contact the emergency contacts on the child's registration form and any other adults authorised to collect the child. If it is not possible to make contact with any adult on the contact list and the child has still not been collected then the supervisor will contact Social Services. They will be informed of the child's name, address, telephone number, date of birth and relevant details.

Before handing over the responsibility for the child to a social worker, the supervisor will ensure a note is left at the club and a message is left at the home of the child reassuring the parent/carer that the child is safe and asking them to contact Social Services.

Missing Child

Our Club has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing.

In the event that a child attending the Club does go missing then the following actions will be taken:-

The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The

staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised. Teaching staff in the school building will also be informed and will assist in searching the entire school premises inside and out.

During the search of the premises, the Manager will contact the parents of the child in question to ensure that they have not collected the child from school or the child has gone home with another child, and that the parent has forgot to inform MASK. If this is not the case then:-

If after 15 minutes of thorough searching the child is still missing the Manager will inform the police.

The Manager will meet the police and parent/carer and co-ordinate any actions instructed by the police and do all they can to comfort and re-assure parent/carers.

During this time all teaching staff will continue their search whilst the MASK staff will maintain a normal routine for the rest of the children at the Club.

All incidents of missing children will be recorded. Ofsted will be informed as soon as is practicable.

Photography and Mobile Phones

In accordance with duties under The Data Protection Act, the club prohibits the use of any personal photographic equipment (ie mobile phones, cameras, camcorders or any other media used to take still or moving images) of the children at this club by parents or visitors without the consent of the MASK manager.

All parents will be asked to give media consent for their child/ren whilst at MASK for staff only to take photographs using the MASK camera for displays, school website or as part of the EYFS photo observations. Additional consent will be sort if a photograph is to be used in a press release or advertising. MASK will not use a childs personal details (full name) without consent.

All personal mobile phones belonging to staff will be kept in a designated area or on their person and in the event of a member of staff receiving a call or having to make a call then they will go to a designated area away from children.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident.

BEHAVIOUR POLICY

We believe that adults and children flourish best in an environment that is ordered. Everyone knows then what is expected of them and children can develop their learning and play without fear of being hurt or hindered. Every child is an individual and Moulton Primary After School Club aims to respect the needs of each child place in their care. We aim to encourage children to develop self-discipline and self-esteem in an atmosphere of mutual respect and trust.

- Rules governing the conduct of members of the club and behaviour of the children will be discussed and agreed within the group and explanations given to all newcomers, both adults and children.
- All children will be treated equally, fairly, consistently and with kindness. In this way they understand what is expected of them and the consequences of their actions both good and bad. They can build up useful patterns of behaviour.

- All adults employed or helping with the club will provide positive role models with regard to friendliness, care and courtesy thus reinforcing useful behaviour patterns.
- Adults will ensure that positive and desirable behaviour is endorsed and praised.
- Adults will take great care to avoid a situation where a child may only receive attention in return for negative behaviour.
- Staff will aim to allow play to be child centred and not adult led.
- Staff will ensure that quiet children are not overlooked and they shall be gently encouraged to join in.

Where a child behaves in an unacceptable manner:

- They will not be labelled, shouted at, told they are bad or stupid etc.
- The member of staff who witnessed the incident will give those involved one-to-one support to recognise what was wrong, talk to them about their behaviour and lead them back to another area.
- All children involved in a situation will be spoken to and given time to reflect on their involvement.
- No child shall be sent out of the room on their own.
- In cases of more serious misconduct such as racial or other abuse, the unacceptability of the behaviour and the attitudes behind it will immediately be made clear. This will be done by way of an explanation not personal blame.
- In the case of any misbehaviour, it will be made clear to the offender that the behaviour, not the person, is unwelcome.
- Adults will be aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a manner appropriate to the child's developmental ability, respecting the individual's level of understanding and maturity.
- Adults will be aware that some kinds of behaviour may arise as a result of an individual's special needs.
- The whole group, in partnership with the child's parents, will tackle recurring problems using objective observation records to establish an understanding of the cause. Where this is ineffectual then the supervisor will inform the committee who may speak to the parents. Occasionally it may be deemed appropriate to exclude a child for a short period or, in the case of persistent unacceptable or dangerous behaviour, to be excluded permanently.
- Any improvement, however small, in behaviour will be praised.
- **UNDER NO CIRCUMSTANCES WILL THE USE OF CORPORAL PUNISHMENT BE ACCEPTABLE.**

The club acknowledges that children change quickly, are learning constantly and may make mistakes in their social behaviour. It is our job to help them get it right next time.

CHILD PROTECTION POLICY

We intend our club to be an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We are committed to protecting all the children in our care from harm. To achieve this we intend to:-

Exclude known abusers

It will be made clear to applicants for posts that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for work within the club, whether paid or voluntary, will be interviewed before an appointment is made and will be asked to supply two references. All references shall be followed up. In the case of unexplained gaps in anyone's history, or where people have changed jobs frequently, explanations shall be sought. All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed until the committee are satisfied that the applicant can be safely entrusted with the children.

Seek and Supply Training

We will seek our training opportunities for all adults involved in the club to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children or small groups. An adult who needs to take a child aside – for example, for time out for unacceptable behaviour that needs improvement – will leave a door ajar. Adults who aren't registered as "fit" persons will not take children unaccompanied to the toilet. Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways in which to express them. This will enable children to have the self confidence and the vocabulary to resist inappropriate approaches. The layout of the room will permit constant supervision by at least one adult.

Respond appropriately to suspicions of abuse

Changes in a child's behaviour/appearance will be investigated. Parents will normally be the first point of reference, though suspicions will be referred as appropriate to the treatment. All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved with the member of staff/key worker, the club leader and the committee chair.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up separately from the usual record of children's progress and development. The record will include, in addition to the name, address and age of the child, timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible the exact words spoken by the child; the date, name and signature of the recorder. Such records will be kept in a separate file and will not be accessible to people in the club other than the club leader, chair and key worker or other member of staff as appropriate.

Liaise with other bodies

The club operates in accordance with local authority guidelines. Confidential records kept on children about whom the club is anxious will be shared with the designated officers within school and if the club and school feels that adequate explanations for changes in the child's condition have not been provided. If a report on a child is to be made to the authorities, the child's parents will be informed at the same time that the report is made. The club will maintain ongoing contact with the Local Authority Designated Officer (01604 654040), including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the club and Local Authority department to work together.

Support families

The club will take every step in its power to build up trusting and supporting relationships between families and staff and volunteers in the club. Where abuse at home is suspected, the club will continue to welcome the child and family while investigations proceed. With the proviso that the care and safety of the child must always be paramount, the club will do all in its power to support and work with the child's family.

EQUAL OPPORTUNITIES POLICY

We believe that our facility should be open to all children and families, regardless of their colour, race, ethnic or national origin, language, religion, gender, marital status, sexuality, disability, age, social background or any other justifiable reason, and to all adults committed to their welfare. We aim to allow, where appropriate, all that wish to work in, or help with our club an equal chance to do so.

- MASK is open to every family in the school community. All families joining the club will be made aware of the equal opportunities policy.
- The committee will appoint the best person available for each job and will treat fairly all applicants for all jobs and all those appointed.
- Commitment to the implementation of the club's equal opportunity policy will form part of the job description for all workers.
- The club recognises that many different types of family successfully love and care for children.
- The club intends eventually to offer subsidy and flexible payment system to families with differing needs.
- We aim to show awareness and respect for the major events in the lives of the families using the club and to welcome the diversity of backgrounds from which they come. In order to achieve this we aim to acknowledge all festivals that are celebrated by the families involved in the club.
- Without indoctrination in any specific faith, the children will be made aware of the festivals that are being celebrated by their families or others and, where appropriate, will be introduced to the stories behind the festivals.
- Before introducing a festival with which the adults in the club are themselves unfamiliar, they will seek advice from people to whom that festival is a familiar one.
- Children and families who celebrate at home a festival unfamiliar to the rest of the club will be invited to share their festival with the rest if they wish to do so.

- Children will be encouraged to welcome a range of different festivals, celebrations and special food and/or clothing they involve as part of the diversity of life, so long as it does not conflict with their own culture or belief.
- All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children the opportunity to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-cultural society.
- Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.
- The club recognises the wide range of special needs of children and families in the community, and will consider what part in meeting these needs.
- Planning for club activities and meetings will take account of the needs of people with disabilities.
- Discriminatory remarks and behaviour is unacceptable in the school club. Any response to them will aim to be sensitive to the feelings of the victim and to help the responsible person to understand and overcome their prejudices.
- Information will be communicated in written and spoken form, where possible, in as many languages as necessary.
- Medical, cultural and dietary needs will be met, as appropriate.

HEALTH AND HYGIENE POLICY

Food

OUR AIM IS TO PROVIDE:

- A variety of snacks that will be nutritious, fresh and balanced and pay attention to children's particular dietary needs. Also reflect cultural and religious backgrounds.
- Promote healthy eating.
- The opportunity to taste new food.
- A variety of hot and cold drinks.
- Fresh drinking water at all times.
- If cooking is used as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

WE DO THIS THROUGH:

- Taking parents wishes into account.
- Providing meals and snacks in a designated area.
- Encouraging children to assist in planning.
- Using the excess fruit from the school's free fruit allocation.
- Promoting it as a social activity to relax and interact with peers.

HEALTH AND SAFETY:

- Staff preparing food will hold the Basic Food Hygiene Certificate.
- Food preparation and storage areas will be cleaned and maintained in a hygienic state.
- Food preparation procedures will be followed.
- The temperature of the fridge will be taken with a thermometer and recorded.

CULTURAL AND RELIGIOUS NEEDS:

- At MASK we are committed to embracing cultural and religious needs of the families who use our service and will work with parents and carers to ensure that any particular dietary requirements are met.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the club as to the nature of the infection so that the club can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the club any child who has been vomiting or had bad diarrhoea until at least 48 hours has elapsed since the last attack.
- If the child/children of employees of the club is/are ill they will not accompany their parent to the club.
- Cuts or open sores on adults and children will be covered with sticking plaster or other dressing.
- If a child is on prescribed medication then the following procedure will be followed:-
 1. Medication should always be administered by parents. **Only in very extreme circumstances can the staff help with medication and only then when parents sign the indemnity form.** In the case of medication required to be given at the before school club before/after eating their breakfast, please see the MASK manager when dropping off and a form will be given to you to complete, only in this instance will the medication be administered by the MASK first aider otherwise the medication is to be administered by parents. If a child is attending before school club and requires medication during school hours, you can complete the relevant forms with the before school club manager and they will ensure it goes with the medication over to school and given to the school first aider. Only prescribed medicine to be taken 4 times a day can be given in school hours. However, medicines prescribed 3 times a day can be given to MAAK who will administer if attending the Afterschool Club.

2. Where local regulations require it, guidance will be sought from Social Services before people other than the parents agree to administer medicines.
3. Written information will be obtained from the parent giving clear instructions about dosage, administration of the medication and permission for a member of staff to follow the instructions.
4. All medication will be kept out of reach of the children. A medication book will be available to log in the date and time medication is administered, together with the signature of the person who administered each dose and a witness.

If a child is hurt or becomes ill during an After School session, the following procedure will be followed:-

1. If the child is ill and does, in the opinion of the Supervisor, require medical attention, the named authorised adult who collects the child will be contacted.
2. If the injury or illness is major, the following procedure will be followed:-
 - a) Apply basic first aid
 - b) Call emergency services
 - c) Call parents
 - d) If parent/guardian has not arrived by the time the ambulance is to depart, an assistant must accompany the child to hospital. In order to keep the safety ratios, a member of the emergency rota will be contacted.
 - e) A full detailed report must always be recorded in the accident book and a Management Committee member informed.
- A fully equipped first aid box will be kept in a regular place out of reach of children, regularly checked and replenished/replaced when necessary. Sterile equipment shall not be opened until required.
- Parents will have the opportunity to discuss health issues with staff and will have access to information available to the club.

SAFETY POLICY

The safety of the children attending the club is of paramount importance. In order to ensure the safety of both adults and children, the club will ensure that:-

- All children will be supervised by an adult at all times.
- An accident book will be present at every session and every accident/incident will be recorded. Parents will be asked to sign the accident book when collecting their child. If an accident has happened at the before school club, this will be recorded and details of the accident will be given to the form teacher of the child concerned when taken over to the school, then they can pass details onto parents at the end of the school day.
- Regular safety monitoring will include the checking of the accident book.
- All adults will be aware of the system in operation for children's arrivals and departures. Parents should ring the bell at the main entrance of the mobile on arrival and inform a member of staff when they wish to depart.

- Children will only be released into the care of the parent or guardian who registered them with the group, or, so long as the administrator has been previously informed, preferably in writing, into the care of other authorised adults.
- Safety checks will be made before and after every session both indoors and outdoors.
- Equipment is to be checked regularly and any dangerous items repaired or replaced as required.
- The layout and space ratios allow children and adults to move freely and safely between activities.
- Fire exits will not be obstructed at any time.
- Heaters/electric sockets/wires and leads are to be adequately guarded at all times and checked regularly.
- All potentially hazardous materials, including medicines and cleaning materials are to be stored out of reach of children.
- Children will not have unsupervised access to kitchens, cookers or cupboards containing dangerous chemicals or other hazardous materials including matches.
- Adults will not walk around with hot drinks, and hot drinks will not be left within children's reach.
- A register of children and adults attending the group will be completed as they arrive so that an accurate record is available at all times in case of emergency.
- A correctly stocked first aid box will be available at all times and regularly checked and maintained.
- Fire extinguishers will be checked annually.
- Whenever children are on the premises there will always be two staff present.
- Any large equipment will be erected with great care and checked regularly.
- Activities such as energetic play will receive close and constant supervision.
- If a small group goes out, then there will be sufficient adults to maintain safe and appropriate ratios for children remaining on the premises.
- The club will maintain links with Health Visitors and gather health information and advice from Local Health Authority sources or other health agencies.
- The club has a no smoking policy. Smoking is also prohibited in the school grounds.

Hygiene

To prevent the spread of infection, adults will ensure that the following good practices are observed:-

1. Hands are washed after using the toilet.
2. A large box of tissues are available and children and adults blow and wipe their noses when necessary

3. Children and adults are encouraged to cover their mouths when coughing.
4. Children with pierced ears are not permitted to try on or share each other's earrings.
5. Paper towels will be available and used and disposed of appropriately.
6. Hygiene rules relating to body fluids are followed with particular care and all staff are aware of how infections including HIV can be transmitted.

Cleaning and Clearing

- Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Rubber gloves will always be used when clearing up spills of body fluids. Floors and other affected surfaces will be disinfected using chlorine or iodine bleach diluted according to instructions. Fabrics contaminated will be thoroughly washed in hot water.
- Spare laundered pants and other clothing should be available in case of accidents and polythene bags in which to wrap soiled garments.
- All surfaces will be cleaned daily with an appropriate surface cleaner.

Food and Drink

MASK is committed to providing healthy and nutritious food and drinks during our Breakfast and After School sessions.

The Supervisor and staff will ensure that the provisions of our hygiene policy are met at all times and make every effort to make sure that food and drink are safely prepared and our children's dietary needs are met.

MASK is registered with the local authority to provide food and drink and will meet their responsibilities and obligations under the Food Safety Act 1990. All staff who handle or prepare food have up to date Food Hygiene Certificates.

All dietary and medical needs on your children's Key Information form are noted by all staff working at the Club and therefore would remind parents to let MASK staff know as soon as possible if your children's medical or dietary needs change.

No child will ever be forced to eat or drink something against their will or religious belief and food and drink will not be used as a punishment or reward.

MASK endeavour to make a variety of food and drink available to the children and ask the parents and children for their ideas and suggestions.

Fresh drinking water is available for the children to drink at all times and any other juice drinks are sugar free.

MASK ask that children do not eat sweets or chocolate whilst attending sessions. This could be hazardous as a child could choke or nut trace is in most chocolate and therefore could be eaten by a child with a nut allergy.

MASK ask that when children have birthdays and bring in sweets/chocolates, these are not given to the children to eat at the club. MASK staff will ensure that they are given out to each individual child when collected by parents.

Children are not permitted to bring in food from their lunch box at snack time or at any other time whilst at the club, this is to ensure that staff can maintain the safety of children with food allergies at the club.

MASK are keen to help introduce children to different religious and cultural festivals and events through their types of food and drink and ensure that the particular dietary needs are met of all children with cultural and religious believes.

The club will observe current legislation regarding food hygiene, registration and training. In particular each adult will:-

- Always wash their hands under running water before handling any food any after using the toilet.
- Not be involved in food preparation if suffering from any infectious/contagious illness or skin trouble.
- Never smoke in the kitchen or near any food preparation area.
- Never cough or sneeze over food.
- Always use different cloths for kitchen and toilet areas.
- Keep food covered and in the fridge until served.
- Keep raw and cooked food separately.
- Ensure water is disposed of properly and out of reach of children. Keep a lid on any dustbin and wash hands after using it.
- Wash fresh fruit and vegetables thoroughly before use.
 1. Tea towels will be kept scrupulously clean and washed after every session.
 2. All utensils will be kept in a dust-free place such as a closed cupboard or drawer.
 3. Cracked or chipped china will not be used.
 4. Any equipment offered to children will be developmentally appropriate, recognising that items suitable for older children may be hazardous to younger or less mature ones.
 5. The premises will be checked thoroughly before leaving at the end of the session.
 6. The supervisor will assess the possible risks involved in any activity before a decision to continue the activity is taken.

SPECIAL NEEDS POLICY

Our aim is to open the Club to all children regardless of disability or Special Educational Needs. It is our policy to provide a welcome and safe environment for children in which they can enjoy appropriate play opportunities.

The Club will liaise closely with the School's Inclusion Manager, Mrs Sharp, the Parents/Carers and any other individuals such as Professionals involved with the child to enable the Club to assess their specific needs.

The Club will ensure that the layout of the room is evaluated and that it is adapted to suit the child's needs. Also that activities and procedures are assessed to cater for the child.

All staff will be required to attend relevant training in Special Needs or Children with Physical Disabilities.

All staff are aware of special dietary requirements (please see Food and Drink).

To ensure that systems are in place to adequately plan, implement, monitor, review and evaluate the special needs policy.

Inclusion

Our aim is to welcome all children and parents at MASK on arrival and they wished well on departure

Our activities, equipment, pictures and resources reflect disabled people's lives and represent different backgrounds and experience.

The Supervisor is committed to the active participation of children, parents and other members of staff to ensure a good quality provision and that each individuals needs are met.

The staff have made time to build links with families and the school to giving all local children and their families a choice to be part of the service.

Our policies are reviewed in order not to disadvantage any child.

The staff are developing necessary skills and can communicate effectively with each child and encourage all children to develop ways of communicating with each other.

Each child is given the opportunity to express their views and opinions and take part in decision making through formal speech, children's committee and suggestion box.

Each parent is made to feel welcomed and valued as an expert on their child and a key role in helping us to enable their child to take a full part in the setting.

PARENT LINKS

Parents are involved as committee members, meeting when necessary. A list of committee members is available from MASK.

The staff welcome visits from parents by appointment and any comments are always welcome. Parents will be kept informed of any changes to the service.

SCHOOL/PARENT/MASK LINKS

We have found it usual having a link book between ourselves, foundation stage children and their parents for passing on any messages. MASK have a good relationship with teaching staff and assistants however sometimes time does not allow verbal messages to be passed on. MASK therefore have a link book for all children that attend, where you as a parent can write in any messages for us or for the teaching staff and vice-versa.

MASK COMPLAINTS PROCEDURES

Since we operate a very open door policy at MASK, we sincerely hope that any complaint forthcoming will be resolved quickly, easily and effectively simply by talking with our staff. Everyone is encouraged to air any concerns they may have at every opportunity.

However, should a complainant not be satisfied with the above approach, we then apply the following principles:-

1. Any complaint is treated seriously.
2. All complaints are treated as confidential.
3. All members of staff at MASK are available to hear complaints at any time when they are on duty.
4. Should satisfaction not be forthcoming when a member of staff has been approached, then the complainant is encouraged to speak with the leader of MASK.
5. If after informal discussions of a complaint or problem have not produced a satisfactory resolution then parents/carers should put their complaint in writing to the Manager, including relevant dates, names, evidence and any other important information.
6. The Club will acknowledge the complaint within 3 working days and fully investigate the matter within 28 working days of receiving the complaint.
7. Any complaint received will not disadvantage the child/children of the parent making the complaint in any way.
8. If any investigation launched as the result of a complaint proves that the complaint was justified, MASK will do its level best to ensure that practice and/or routines will be improved to such an extent that the same complaint cannot be levelled again.
9. Should the complainant not achieve satisfaction, the leader of MASK will then direct the complainant to the overall complaints policy of Moulton Primary School – copies of which are available in the school office. Alternatively a complaint can be forwarded to National Business Unit, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. Telephone 0300 123 1231.
10. All formal complaints will be recorded and monitored to identify issues and to ensure that MASK improves and progresses.

ALLEGATIONS

In the event of an allegation being made against a member of MASK staff or volunteer.

All staff have been CRB checked and have the relevant training in child protection and are advised to minimise time spent alone with the children, and are aware of the potential risks of doing so.

However, if an allegation of abuse is made against a member of staff, the Manager will follow the procedures of the Child Protection Policy, and in the event of an allegation of abuse being made against the Manager, this should then be directed to the Deputy Manager.

In any respect all allegations should be made in writing and will be dealt within the same time frame and detail as stated in our Complaints Policy.

In all cases allegations made towards a member of staff will be directed to the Registered Provider, Local Authority Designated Officer and Ofsted.

Achieving quality, success and excellence.

DATA PROTECTION

Any children's records held by MASK, i.e. personal and contact details are confidential and in accordance with Data Protection Regulations only available to staff members at MASK.

BOOKLET AND PAYMENT REVIEWS

The booklet is subject to review every 12 months or sooner if required. Please note that MASK staff also adhere to Policies and Procedures set out by the School. Payment is subject to annual review.