



Goytre After School Club



At Goytre Fawr Community Centre, The Old School, School lane,
Penperlleni, via Pontypool, Monmouthshire, NP4 0AH

Policies and Procedures

September 2012

GASC includes
The "Before School Club" at GASC
and
The "All Day Club" at GASC

Goytre After School Club

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Policies

ADMISSIONS POLICY

- Goytre After School Club provides child care for pupils attending Goytre Fawr Primary School, before school starts or after the normal school day has finished.
- No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or gender.
- Places should be reserved in advance by completing the booking form each half-term. Fees must be paid in advance when booking, unless prior agreement has been reached with GASC. Cases of hardship will be given careful consideration.
- A registration form showing child's details and the child's parental details must be completed before a child may attend. This form must be updated whenever there is a change and renewed each year.
- While available places exist, these will be allocated on a first come (with payment) - first served basis.
- If the club is oversubscribed, a waiting list will be kept and administered by the senior play leader. It will be managed on a first come first served basis.
- Fees are not refundable except in exceptional circumstances, these are to be determined by the management committee. Fees are not refundable when the Club is closed to circumstances beyond its control, e.g. the school being closed. Should the Club be closed through teacher training days which are announced after the bookings are made then the fees will be carried forward to the next week or, if necessary, the next half term.
- The management committee reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of the other children's health and safety. (This course of action would only be implemented once agreed procedures for tackling behaviour problems have been exhausted.)

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ARRIVAL AND DEPARTURE POLICY AND PROCEDURES

GASC endeavours to look after all the children in its care.

It is essential that all children that are booked into the Club are accounted for at the start of a Club session. Play leaders are responsible for ensuring that children, booked into the Club, attend the Club.

Note

In the following "parent" is the first named parent or guardian named on the registration form. If the parent cannot be contacted the "second parent" and then the "alternative adult" named on the registration form will be contacted.

After School Club Arrival

- GASC will give a list to the school, at the start of each week, informing the school which children are staying to GASC. The Infant teachers should have a copy of this list. This list is normally produced on the previous Sunday evening, any booking made after this time may not be included in the list.
- GASC will collect the Infant children on the "booking sheet" from their classrooms, towards the end of the last lesson at approximately 3.25 p.m., but before children leave for the buses and escort them to the school hall.
- It is expected that children from the Juniors will make their own way to the school hall.
- The children attending GASC will wait in the school hall until after the buses leave.
- The register is to be marked to indicate whether a child is present or not. A child is only to be marked present if he/she is visible to the play leader at the time of marking.
- Any child who is absent and was not in school that afternoon can be assumed not to be attending the Club.
- Any child who is absent and who was in school must be found immediately, if the child cannot be found then the parent for that child must be informed immediately and the whereabouts of the child ascertained.
- Any child who is booked into the Club and who is in school, but insists on not attending the Club must not be allowed to leave the school without contacting that child's parent to find out the wishes of the parent.
- The children will be escorted to the premises used by GASC, currently the Community Centre by the play leaders, where the children will counted.
- GASC will attempt to contact you, the second parent, or your alternative adult, if your child leaves the school before registration, e.g. by getting on the bus. GASC cannot rectify this situation.
- GASC will not be responsible for children that do not stay to the after school club.

The parent should

- ensure that his/her child knows, each day, the arrangements for his/her collection and supervision after school.
- have a safe place near home to use in an emergency, a neighbour perhaps, where the child can go to if he / she arrives home when he / she should be in GASC.

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After School Club Departure

GASC will

- normally only release children from GASC to a known adult, who must then sign the "signing out" book.
- only release your child to an older brother or sister if you give us your permission in writing. GASC may not release your child if we feel that the older sibling is not of a responsible nature.
- refuse to release a child in its care to anyone, who it deems inappropriate, or not in a fit state to look after a child. If necessary, Social Services will be informed.

The parent should

- inform GASC in writing if you wish your child to be collected by an older brother or sister. Please ensure that the older sibling is of a responsible nature.

Before School Club Arrival

- Unless prior arrangements have been made, the normal time of arrival at the Before School Club is 8:00 a.m.
- Parents are to sign the child in on arrival.

Before School Club Departure

- At 8:50 a.m. the children will be escorted to the school by a play leader, at which time they become the responsibility of the school.

Training Day Arrival

Same as the Before School Club arrival policy.

Training Day Departure

Same as the After School Club departure policy.

Non-attendance

The parent should

- Inform GASC, preferably in writing or email, though if time is short text or phone are acceptable, if your child is booked into GASC and you do not wish your child to attend to the Club.

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CONFIDENTIALITY POLICY

- The data supplied on the registration forms, including that of the parents/carers, alternative adults and children, will be stored on the computers used by GASC. It will be assumed that the first named parent completing the form will have the permission of the second adult and alternative adult.
- GASC is registered with the Information Commissioner's Office and the Care and Social Services Inspectorate Wales (CSSIW).
- GASC trustees, management and administration are committed to maintaining the security of any personal data used and stored by the Club. The data will be used primarily for the business of the Club but the overriding ethos will be the protection of the children who attend the Club. The data will not be shared with anyone who is not directly concerned with the welfare of your child, except for the CSSIW.
- However, the details given by the parent may be required by law to be given to an outside body, e.g. the police or social services, GASC would comply with such a legal request.
- A parent may request a copy of all the details held about them or their child by making a written request to the senior play leader, a fee of £5 will be charged for this service.
- The play leaders are expected to keep any personal details about any parent/carer or child at the Club, whether written or verbal, confidential, except to share that information amongst themselves where the play leader believes it is the child's best interest. The information may be given to Child Protection Officer in line with the child protection policy.

BEHAVIOUR AND DISCIPLINE POLICY

- Acceptable social behaviour will be encouraged by staff acting as role models and displaying considerate attitudes.
- Unacceptable behaviour, whether it is emotional, physical, verbal or psychological, will be quickly identified and dealt with positively. Reasons will be always explained to the child involved and good behaviour will always be praised.
- Children will not be shouted at or verbally abused. Physical punishments such as slapping or smacking will not be used.
- The Club will not tolerate bullying, biting, hitting, fighting, spitting, swearing by any child.
- Unacceptable behaviour will be dealt with by the play leader explaining the misbehaviour to the child concerned in private. Notes will be kept for reference. Persistent unacceptable behaviour will be discussed with the parent
- If the child still continues to misbehave, and is causing disruption to the running of the club then the senior play leader will discuss the matter with the parent / guardian. The parent will be made aware of the gravity of the situation and the possibility that the child may have to be excluded from the Club if his/her behaviour does not improve.
- If there has been no improvement, the parent/guardian will receive written notification that exclusion is under consideration. Final action is the exclusion from Club.

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EQUAL OPPORTUNITIES POLICY

The Club aims to make sure that,:

- Whilst at the Club no child will receive less favourable treatment on the grounds of race, colour, ethnic, or national origin, religious beliefs, disability, gender or the ability to pay, in any matter to do with the after school club care.
- Both the management committee and the staff will ensure that the services they provide are accessible to everyone.
- This policy will be actively promoted through the Club's decision making, employment practices and service provision. The Club will strive to monitor its implementation and its effectiveness.

HEALTH AND ACCIDENT POLICY

- The Club will attempt to ensure that the temperature is maintained at a level which is comfortable for the children.
- There will no smoking in the Club.
- Children will have some opportunity of access to outdoor play - weather permitting.
- Providing the Club is told, the staff will be made aware of any child's special health conditions and appropriate care will then be made available to that child in consultation with the child's parent.
- In order to protect the health of the other children and the staff in the Club, parents will be asked not send their child to the Club if the child is unwell. If a child will not be attending the club due to illness, the parent must inform the school and the club separately.
- If a child is not feeling well enough to participate, it is the Club's policy to provide a quiet place for the child or to encourage him/her to participate in quiet activities. The child will be observed for any worsening symptoms. Their parent/carer will be notified verbally the same day.
- If a child's condition worsens to such an extent that the play leaders are seriously concerned, and suspects urgent medical treatment is required, then the parent will be notified immediately, and if necessary an ambulance will be called.
- If a child is exposed to a communicable disease, it is the Club's policy to contact the parents; likewise the Club would appreciate parents' co-operation if their child contracts an infectious disease, so that the appropriate steps can be taken to notify other club users if necessary.
- Medicines will not routinely be administered. No medicines will be administered unless written permission is given by the child's parent and the staff have received appropriate training. In an emergency, medicines may be administered under instructions given by the insurance company.
- If an accident occurs it will be dealt with by a member of staff qualified in first aid.
- All accidents will be recorded in the accident book, signed by the first aider and parents should sign to acknowledge the accident and any action taken.
- A first aid box will be available and the contents checked and kept up to date.
- All members of staff will be encouraged to have up to date first aid certificates.

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HYGIENE POLICY

- The children will be encouraged to wash their hands after using the toilet, and before food is consumed. Running water, soap and towels will be available.
- Staff will be made aware of how infections, including HIV infections, are transmitted.
- Rubber gloves will be available for clearing up after spills of bodily fluids. Floors and other surfaces will be disinfected.
- Clean clothes will be available in case of accidents.
- Staff will be encouraged to obtain the Food Hygiene Certificate. Staff specifically employed for food preparation must have a Food Hygiene Certificate or be working towards one.

INFORMATION SECURITY POLICY

*The paragraphs in italics are from <https://www.ico.gov.uk/onlinenotification/Security.html>
Data controllers must give a general description of the measures to be taken for the purpose of protecting against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data.*

A statement of information security policy sets out management commitment to information security within the organisation and provides clear direction on responsibilities and procedures.

Statement of Information Security Policy

GASC trustees, management and administration are committed to maintaining the security of any personal data used and stored by the Club. The data will be used primarily for the business of the Club but the overriding ethos will be the protection of the children who attend the Club. The data will not be shared with anyone who is not directly concerned with the welfare of any child, except for the CSSIW.

The day to day responsibility of the data lies with the administrator, who reports to the trustees via the chair of the Club. The ultimate responsibility for the data lies with the registered persons of the Club because they are answerable to the CSSIW.

Computer security:

(i.e. providing clear management direction on responsibilities and procedures in order to safeguard personal data)

Software and hardware

- A firewall, antispyware, malware and virus-checking software are to be installed on all computers used by GASC and kept up to date.
- On all computers used by GASC, the operating systems are to be kept up to date by receiving automatic updates.
- All software is to be kept up to date by downloading the latest patches or security updates, which should cover vulnerabilities.
- GASC staff will have access to only the information they need to do their job and will be instructed not to share passwords.
- Personal information held electronically that would cause damage or distress if it were lost or stolen should be encrypted.
- When disposing of old computers all personal information must be securely removed by using suitable software (formatting the disc is not acceptable) or destroying the hard disk).

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Emails

- Consider whether the content of the email should be encrypted or password protected.
- Make sure the right address is chosen before ‘Send’ is clicked, especially if a list of addresses is presented.
- If an email is to be sent to a recipient without revealing their address to other recipients, then blind carbon copy (bcc) is to be used, not carbon copy (cc).
- Be careful when using a group email address. Check who is in the group and make sure you really want to send your message to everyone.
- If a sensitive email is to be sent from a secure server to an insecure recipient, security will be threatened. Check that the recipient’s arrangements are secure enough before sending the message.

Fax

- Faxes are not to be used except when no other means of communication is acceptable.

Control of Physical Security

Controlling physical security is concerned with restricting access to sites, buildings, computer rooms, offices, desks, storage areas, equipment, and other facilities where unauthorised access by people could compromise security.

- GASC computers in the setting, that have administration data on them, are to be kept in a locked cupboard/locker when not in use.
- GASC administration computers which are used at home by the various users are to be kept in a secure place. If removed from home the computers are to be kept in their personal possession or securely locked away.

Control on Access to Information

Controls on access to information include procedures for authorising and authenticating users, as well as software controls for restricting access, and techniques for protecting data such as encryption.

- GASC computers are to be set up so that a login with password is required for all administration tasks. Passwords are to be kept confidential.
- The administration computers are to be set to automatically log the users out if the computer is not used for 5 minutes.

Business Continuity Plan

A business continuity plan is a contingency plan which identifies the business functions and assets (including personal data) which would need to be maintained in the event of a disaster and sets out the procedures for protecting them and restoring them if necessary.

- GASC will have at least two computers that are capable of running the database.
- A backup of the database is to be taken:
 - At the start of each financial year after the database is prepared for a new year.
 - At the start of each half term,
 - At the start of each week
 - Before any major alterations or updates.

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- At the end of the financial year before the database is prepared for a new year.

The backups are to be stored at a different location to the administration computers.

Staff Training on Security Systems and Procedures

Training your staff on security system and procedures. Are your staff trained to be aware of information security issues? This may be covered during induction or by formal seminars.

Staff training covers the following

- To keep GASC information confidential and not to disclose it to other people. Any sharing of information with anybody outside GASC may only be carried out by the senior play leader or administrator and should be logged.
- All confidential paper waste is to be shredded.
- Check the physical security of GASC's premises, their homes and not to allow any unauthorised person, including family members, access to personal data.
- To be wary of people who may try to trick them into giving out personal details.
- That they can be prosecuted if they deliberately give out personal details without permission.
- To use a strong password - these are long (at least seven characters) and have a combination of upper and lower case letters, numbers and the special keyboard characters like the asterisk or currency symbols.
- Not to send offensive emails about other people, their private lives or anything else that could bring your organisation into disrepute.
- Not to believe emails that appear to come from a bank that ask for account, credit card details or password (a bank would never ask for this information in this way).
- Not to open spam, not even to unsubscribe or ask for no more mailings. They should delete the email without opening it. Spam filters on the computers are to be used or preferably use an email provider that offers this service.

Detecting and Investigation of Breaches of Security

Detecting and investigating breaches of security when they occur. Do you have controls in place which alert you to a breach of security? Do you investigate breaches of security?

Normally only the senior play leader and administrator have access to personal data. Any breaches of security will be investigated by a sub-committee of the trustees, reporting back to the trustees at a committee meeting. Such breaches may result in disciplinary action.

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RESERVES POLICY

GASC is a not for profit organisation, however, a small surplus each year will indicate that the finances of the Club were sound. Any surplus over and above that needed for the day to day running of the Club is to be placed in Club's reserves.

GASC holds reserves for several reasons:

1. To employ additional members of staff to provide support for children who need extra help.
2. To pay for any large expenditure item which would cost more than the normal surplus each year.
3. To provide continuing out of school care for the children booked in during each half term should numbers drop and there is not enough income to pay the staff.
4. To provide redundancy pay to the staff if the Club should stop operating.
5. To meet any unexpected repair bill that cannot be funded from other sources.
6. For "match funding" should the Club apply for grants that require the Club to provide funds.

The Club holds two types of reserve:

1. Immediately available, held in a bank savings account, whilst paying very little interest the money is available to meet any shortfall in the day to day running of the Club.
2. Medium term availability (30 days), held in a building society savings account paying a small amount of interest.

The ratio between the two will vary from time to time as circumstances require.

The Club does not see the need to hold long term reserves, e.g. 5 year bonds.

The level of reserves should be:

1. A minimum of 3 months running costs to enable the Club to honour its half termly bookings.
2. A maximum of the running costs for 1 year, unless a major project is to be undertaken.

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SAFETY POLICY

- An emergency and fire drill notice will be displayed in the Club. Fire drill will be practised every half term and details recorded. Club equipment will be regularly monitored and checked for safety. Club equipment will be well maintained.
- All staff will be made aware of the correct use of equipment used by the club by the senior play leader.
- The Arrival and Departure policies and procedures must be followed.
- At least two adult workers will be present at all times, children will be supervised at all times.
- The exits to the building will be kept clear at all times.
- The rooms used by the Club will be checked for safety before the start of each session and before leaving at the end of each session. The grounds outside will be checked for safety before use. Anything of concern will be noted in the safety book.
- Equipment offered to children will be appropriate for the age of the child.
- Equipment available will be used according to manufacturer's instructions.
- An accident book will be available for the reporting of all accidents.
- Appropriate safety arrangements will be made for children with disabilities or learning difficulties.
- A staff member will be appointed as safety officer / co-ordinator and will be responsible for bringing the safety policy to the attention of everyone and for monitoring all aspects of safety.

SPECIAL NEEDS POLICY

Before a child with special needs is booked into the Club, the parent must discuss the matter with the senior Play Leader to ensure that adequate facilities and staff are available to cater for the needs of that child.

The Club aims to make sure that:

- The activities provided, when a child with special needs attends the Club, will be suitable for all the children.
- A child with special needs is not discriminated against, nor are other children disadvantaged because a child with special needs is attending the Club.
- Whilst at the Club, every child will be allowed to participate in all activities commensurate with their abilities.

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Procedures

EXTERNAL EMERGENCY PROCEDURE

In the event of an external emergency the following procedure must be followed, providing it is safe to do so.

- Everyone should remain calm.
- A play leader shall ring the hand bell twice, once to get the children's attention and to stop what they are doing. The second ring to indicate that the children should enter the building, walking in an orderly fashion. This procedure is normal everyday practice and the children are used to it. If the bell is not available then the alarm is raised by any means available.
- The children shall be ushered through the entrance room and into the hall. The external door closed.
- The senior play leader should collect the register and ensure that all children are present. Play leaders should encourage the children to remain silent while the roll call takes place.
- Any pupil, play leader or visitor that cannot be accounted for must be found immediately.
- No one must leave the building until the senior play leader has made sure that the external emergency has passed. The senior play leader is to telephone the emergency services if she/he thinks it necessary.

If the senior play leader is not available then his/her duties must be carried out by one of the other play leaders.

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FIRE EVACUATION PROCEDURE

In the event of a fire the following procedure must be followed, providing it is safe to do so.

- Everyone should remain calm.
- If the automatic alarm is not sounding, then a play leader must operate the alarm by breaking the glass of the nearest fire alarm point or by raising the alarm by any means available.
- The senior play leader will summon the fire brigade, using the mobile phone.
- Play leaders should ask all children in their care to stand; put any equipment in use down safely and tuck their chairs under tables.
- Quickest routes out of the building are:
Top Room and Gents Toilets: exit via the rear door.
Hall and Ladies Toilets: exit via the side door.
Entrance Room: exit via the front door.
- The assistant play leader(s) must escort the children to the yard, leaving the building, in an orderly manner, by the nearest safe exit.
- The children should line up on the yard in front of the building.
- The senior play leader must ensure that the building is completely evacuated by checking all the rooms and the toilets.
- The senior play leader should collect the register, close windows, internal doors and close the external door passed through on exiting the building.
- Play leaders should encourage the children to remain silent while a roll call takes place.
- Any pupil, play leader or visitor that cannot be accounted for should be reported to the Officer-in-Charge of the first fire appliance when it arrives.

If the senior play leader is not available then his/her duties must be carried out by one of the other play leaders.

No one must re-enter the building

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BOMB EVACUATION PROCEDURE

In the event of a bomb threat the following procedure must be followed, providing it is safe to do so.

- Everyone should remain calm.
- If the automatic alarm is not sounding, then a play leader must operate the alarm by breaking the glass of the nearest fire alarm point or by raising the alarm by any means available.
- The senior play leader will summon the fire brigade, using the mobile phone.
- Play leaders should ask all children in their care to stand; put any equipment in use down safely and tuck their chairs under tables.
- Quickest routes out of the building are:
Top Room and Gents Toilets: exit via the rear door.
Hall and Ladies Toilets: exit via the side door.
Entrance Room: exit via the front door.
- The assistant play leader(s) must escort the children to the yard, leaving the building, in an orderly manner, by the nearest safe exit.
- The children should line up on the yard in front of the building and then be escorted across the road to the school's junior yard or, if the school is also under threat, Goytre Park.
- The senior play leader must ensure that the building is completely evacuated by checking all the rooms and the toilets. It is important that as the Senior Playleader leaves the building he/she inspects the premises for any suspicious object or packages. This must not be touched but reported to the police/fire brigade when they arrive.
- The senior play leader should collect the register, close windows, internal doors and close the external door passed through on exiting the building.
- Play leaders should encourage the children to remain silent while a roll call takes place.
- Any pupil, play leader or visitor that cannot be accounted for should be reported to the Officer-in-Charge of the first fire appliance when it arrives.

If the senior play leader is not available then his/her duties must be carried out by one of the other play leaders.

No one must re-enter the building

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CHILD PROTECTION PROCEDURE

Indicators of child abuse

The play leaders will be observant and watch for signs of possible child abuse. These may include:

- a history or other evidence of frequent, repeated injuries;
- repeated attendance at clinic or hospital, or frequent hospital admissions;
- a delay in seeking medical advice or treatment which is obviously necessary;
- conflicting accounts and explanations of how an injury or incident has occurred by the child or carers;
- an unawareness or denial of an injury or incident by the carer;
- very low self-esteem;
- fearful and withdrawn behaviour;
- an adult who has very noticeable unrealistic expectations of a child;
- failure to thrive and meet developmental milestones.

Procedure

1. If a play leader suspects that a child may be suffering from abuse, the play leader must discuss the matter with the senior play leader.
2. The senior play leader will make a note of the indications on a Child Protection form.
3. If the senior play leader thinks it necessary, she/he will discuss the indications with the child, in all cases the following principles will be followed:
 - the child should be listened to but not interrogated nor asked to repeat their account;
 - care should be taken not to make assumptions about what the child is saying or to make interpretations;
 - the child should not be interrupted when recalling significant events;
 - the discussion should be noted carefully, and details such as timing, setting, who was present and what was said should be recorded;
 - all actions taken should be noted;
 - the child should never be promised complete confidentiality;
 - the account will be recorded in the child's own words, not those of the play leader.
4. If the senior play leader thinks that there is a case of child abuse, she/he will discuss it with the Chairman of the Management Committee and report the matter to the Child Protection Officer without delay.

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CHILD ABUSE REPORTING FORM

You should have this information to hand when reporting possible child abuse. You must keep this information confidential,

1. Name of child
2. Age
3. Any special factors
4. Name of Parent(s)
5. Home address and telephone number, if available
6. Are you reporting your own concerns, or passing on those of somebody else? Give details
7. Brief description of what has prompted concern e.g. date, times, specific incidents
8. Any physical/behavioural signs?
9. Have you spoken to the child? If so, what was said?
10. Have you spoken to the parent/s? If so, what was said?
11. Has anyone been alleged to be the abuser? If so, give details
12. Have you consulted anyone else? If so, give details

Signed

Date

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SUPERVISION OF CHILDREN PROCEDURE

It is essential that all children attending the Club are accounted for at all times. Play leaders are responsible for the children in the Club

1. Children in the Club must be supervised at all times, i.e. the children should be visible to a play leader at all times. However, there may be times when this is not possible, for example, when a child goes to the toilet or when a child is under the supervision of a teacher. A mental note of any such absence should be made and any prolonged absence investigated immediately.
2. Head counts should be taken at regular intervals. The absence of any child must be investigated immediately.
3. Any children playing outside must be supervised by a play leader outside with them.

COMPLAINTS PROCEDURE

1. Should parents have any reason to complain, they should contact the senior play leader in the first instance.
2. If you are not satisfied then please make your complaint in writing to the Chairman, who will act on any complaint you may have.
3. If the parent is still not satisfied then CSSIW may be contacted by writing to
CSSIW, South East Region, Welsh Government, Government Buildings, Rhydycar Business Park, Merthyr Tydfil, CF48 1UZ. Tel: 03000628888.

LOST CHILD PROCEDURE

In the very unlikely event of a child going missing the following procedure is to be followed

1. A thorough search of the immediate area is to be made, in the following order:
 - a. School Lane, starting from an inspection of the A4042 at the top of School Lane, and including the front of the school grounds,
 - b. the grounds of the Community Centre, including Jack & Jill's,
 - c. the rooms of the Community Centre
2. If the child cannot be located, the parents of the child are to be contacted and the police are to be informed.

UNCOLLECTED CHILD PROCEDURE

If a child has not been collected by a responsible person at the end of the Club.

5 Minutes

After 5 minutes of the official closing time of the Club the first named parent will be phoned to discover the reason for the delay.

10 Minutes

If the first named parent cannot be contacted, then after a further 5 minutes the second named person will be contacted.

15 Minutes

If neither parent can be contacted then after a further 5 minutes the emergency contact person will be phoned.

30 Minutes

If 30 minutes has elapsed since the official closing time of the Club and no person who will take responsibility for the child has been contacted then the Social Services will be phoned, any subsequent actions will follow their advice.

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MEDICINES (*EXTRACT FROM INSURANCE POLICY*)

- 2 The insured shall take all reasonable steps to ensure that the occasional, regular or emergency administration of prescribed drugs or medicines takes place only under the following conditions:
- a) In all cases:
- i) The parent/guardian of each child attending the Group to provide details of any known medication allergy suffered by their child. Such details to be recorded by the Group and consulted before any emergency administration of drugs or medicines.
 - ii) The drug or medicine must have been prescribed by the child's General Practitioner or consultant, or recommended by the Morton Michel Medical Helpline (0990 234604).
 - iii) The drug or medicine must be kept in a secure place with access only by authorised persons.
 - iv) A clear label, with the child's name, must be adhered to the drugs or medicine.
 - v) A drugs/medicine register must be kept showing:
 - (a) the child's name
 - (b) type of drug/medicine administered
 - (c) date and time administered
 - (d) dosage
 - (e) name and signature of person administering drugs/medicine
 - (f) name and signature of witness
 - (g) time of notification to child's parent/guardian when an administration of drug or medicine has been given in an emergency.
 - vi) The insured must familiarise themselves and comply with all relevant requirements of their social services registering authority concerning the administration of prescribed drugs and medicines.
- b) For the administration of oral medication or asthma inhalers, the insured must:
- i) have a letter of authorisation from the child's parent/guardian containing clear instructions for the administration of the medication
or
 - ii) follow instructions given by the Morton Michel Medical Helpline, where emergency administration is necessary.
- c) In cases where occasional emergency medication other than oral medication or asthma inhalers is required (such as epipens or hypodermic injections) the insured must:
- i) before administering the drug or medicine, have a letter of authorisation from the child's parent/guardian
 - ii) have a letter from the child's General Practitioner or consultant stating:
 - (a) whether the child is fit enough to attend the Group
 - (b) what condition the drug or medicine is for with its name
 - (c) how and when the drug or medicine is to be given
 - (d) what training of personnel is required, if any
 - (e) any other relevant information
 - iii) ensure that staff are trained in the administration of the drug or medicine by the child's General Practitioner, a district nurse or a paediatric nurse if stipulated by the child's General Practitioner or consultant and, if required, provide proof of such training.

Goytre After School Club

CRB CHECK POLICY

All persons employed by GASC on a regular or temporary basis must have an enhanced CRB check.

All volunteers who frequently help at the Club must have a CRB check.

Any new appointment that does not have a CRB check will not be able to take up the appointment until a CRB check has been obtained.

Any volunteer who does not have a CRB check must not be left alone with any children and must be accompanied by a play leader with a CRB check at all times.

The check may disclose various facts about a person's past, which may affect his/her suitability as a play leader. Each case will be judged on its own merits.

Unsuitable for the post

The following will deem the person to be unsuitable for the post:

- Violence towards children
- Paedophilia

Constant Supervision

Some crimes may render the person to be unsuitable as a play leader, but that person may be allowed to participate in the running of the Club but under constant supervision from a play leader and never allowed to be alone with any child.

- Crimes involving violence

Disregarded

The following crimes may be disregarded:

- Motoring offences where no drink or drugs were involved and where no one was seriously injured.

The lists are not exhaustive or definitive and will be added to from time to time.

Goytre After School Club

STAFF GRIEVANCE AND DISCIPLINARY PROCEDURE

This is an extract from the staff contract

19. **GRIEVANCE** The following stages apply where you have grievance with the Club. At each stage you have the right to be assisted by a union or other representative. An attempt should first be made to resolve the problem informally.
- Stage 1** If the matter is not resolved informally you should raise the matter in writing with the Chairman of the Management Committee.
- Stage 2** If the matter is not resolved you should take the matter to the Grievance Sub-committee of the Management Committee.
20. **DISCIPLINARY** The following procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- The following stages apply where the management committee has a complaint about your work or conduct. An attempt should first be made to resolve the matter informally.
- At every stage you will have the opportunity to state your case and be represented, if you wish, at the hearings. You also have the right to appeal at any stage of the following procedure.
- Stage 1 Oral Warning** If your conduct or performance is unsatisfactory, you will be given an oral warning, which will be recorded. The warning will be disregarded after 3 months satisfactory service.
- Stage 2 Written warning** If the offence is serious, if there is no improvement in your standards, or if a further offence occurs, you will be given a written warning which will include the reason for the warning and a note that, if there is no improvement after 3 months, a final written warning will be given.
- Stage 3 Final written warning** If your conduct or performance is still unsatisfactory, a final written warning will be given making it clear that any recurrence of the offence or other serious misconduct within a period of 12 months will result in dismissal.
- Stage 4 Dismissal** If there is no satisfactory improvement or if further serious misconduct occurs, you will be dismissed.
- Gross Misconduct** If, after, investigation, it is confirmed that you have committed one of the following offences (the list is not exhaustive), you will normally be dismissed:
- Theft, damage to club property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical assault, gross insubordination.*
- While alleged gross misconduct is being investigated, you may be suspended, during which time the normally hourly rate will be paid. The management committee will take any decision to dismiss only after a full investigation.

Goytre After School Club

21. APPEAL

You have the right to appeal on any grievance or disciplinary matter to the Appeals Sub-committee of the Management Committee. If you wish to appeal against any disciplinary decision, you must do so within two working days. The decision of the Appeals Sub-committee will be final.