



Policies and Procedures

Play Policy

All children attending our Holiday club have the right to play in a safe environment that is free from hazards, ensuring physical and personal safety. All coaches involved will ensure the promotion of equality for all children attending our Club. Play will involve coaches' participation; play leaders will always be sensitive to children's needs and interests so long as it remains within safe and acceptable boundaries.

Admissions Procedure

Places should be booked directly with Gateway School, but any queries can be directed to holidayclub@gatewaysch.co.uk. Places will be allocated on a first come first served basis. Parents/Carers will have to complete a booking form and it is their responsibility to inform the Holiday Club of any changes to the information on the form. Parents will need to sign to formally agree to our policies and procedures. It is the parent's responsibility to inform us of any changes in circumstances which may affect the child's behaviour. Only authorised people can sign children out at the end of the day so parents will need to tell us in writing should there be a change to collection arrangements for their child. All our staff will be instructed not to release the child to anyone other than the authorised collection person. All children must be signed in every day. If you need to collect your child between normal drop off and pick up times you must telephone first on **07745 272886**

Special Needs Policy

We offer all children between the age of 5 and 11yrs the opportunity to join our holiday club and encourage children with special needs to attend where possible. Parents of children with special needs will be required to contact us in order to discuss and assess the individual needs and requirements of each child.

Appropriate Clothing

Parents/Carers are asked to dress their children appropriately for both outdoor activity, which may include wet weather, and indoor activities which may include using glue and paint. It is recommended that children who have an inhaler should carry their own. We therefore ask parents/carers to ensure their children's clothing has a secure pocket. Children should bring hats/caps with them during the summer weeks to protect them from sunburn.



Sunscreen Procedures

It is the parents/carers responsibility to ensure that their children have sun cream applied before arriving at the holiday club and that they also have their own named sun cream with them so it can be re-applied by the child after lunch.

Payment

Holiday Club costs £30 per day. A BACS payment to Gateway School Ltd is required with the booking form in advance. In the event that you need to cancel a booking, one week's notice is required.

Settling In Procedure

Our aim is to create a friendly and inviting atmosphere for all children. After registration we will hold a short session introducing your children to their coaches, where they are made aware of the following:

- Gateway School Holiday Club Rules (see over)
- Fire Procedure
- Standards of behaviour that is expected of them.
- Programme of activities for the day.
- Location of toilets, drinking water and the general layout of the premises.
- Procedures for arriving and departing our Holiday Club.

Start and End of the Day Procedure

Parents/Carers must sign children in and out of the club. They must also complete the time of departure from our Holiday Club. Any special collection arrangements must be discussed with the Holiday Club Leader. If on any occasion a child is to be collected by a person not known to us then we must receive prior notice from the parent/carers with a photograph of the person collecting your child/children.

Late Collection Procedure

All parents/carers who are late collecting their child will be charged £10 per 15 minutes that they are late. If you know you will be late to collect your child you must contact the Holiday Club Leader to let them know. If a child remains un-collected after sixty minutes and no success has been made with contacting the parent/carer then we are under an obligation to take the child to the nearest police station. Naturally we will make serious efforts to contact parent/carers before this happens.



What you can expect from Gateway School Holiday Club

- your child will have fun
- staff will be friendly, caring and helpful
- we will keep your child safe & secure
- we will work with you if there are any problems with your child's behaviour
- we will contact you if there is an emergency

What Gateway School Holiday Club expects from parent/carers.

- your child should abide by the rules of our Holiday Club
- you must ensure that you sign your child in and out on a daily basis
- you must not send your child to our Holiday Club if they are unwell
- you must inform us of any medical needs/allergies, and provide appropriate medication and paperwork.
- you must make every effort to collect your child on time
- you must ensure your child has a packed lunch every day
- we expect you to work with us if there are any problems with your child's behaviour

Off Site Trips

- Parents will be notified of any forthcoming off site trips before the holiday club begins
- All parent/carers will have to complete an additional consent form
- The rules of the day will be carefully explained to the children
- On arrival at the venue the children will be shown where the toilets, first aid and meeting points for the day will be
- Staff will carry a mobile phone and a first aid kit



Visitors to the club

We will be extra vigilant when allowing any visitors access to the site and will follow the guidelines below.

- The Holiday Club Leader should be notified in advance if visitors are expected.
- All visitors to the holiday club will be logged in our visitor's book with time of arrival and departure.
- Visitors will not be left alone in any area where children are allowed.
- If no notice has been given we will then ask for proof of identification and purpose of the visit.
- If we are not satisfied then admission will be refused.

Complaints Procedure

If a parent/carer has a complaint they wish to register they must speak to the Holiday Club Leader. The complaint will be dealt with in a polite and co-operative manner and we will ensure that all matters are recorded immediately.

Recruitment Policy

All employees will have to successfully complete a Disclosure and Barring Check & two references from previous employers prior to working at the Club.

Missing Child Policy

Staff will take all reasonable steps to ensure that children attending our Holiday Club do not leave the premises, or activities organised by us until an authorised person collects them. If a child does go missing then staff will immediately telephone the parents and the police. Parents are also required not to take children without informing the Holiday Club Leader and signing them out.

Child Protection

Child protection is a priority within Gateway School Holiday Club and all staff will respond to any signs of child abuse or neglect by recording observations in our incident/log book (maintaining confidentiality) and reporting it to the Holiday Club leader. In suspected cases of child abuse the relevant Child Protection agencies or School Designated Safeguarding Lead or Deputy will be contacted and cases will be professionally dealt with.



Confidentiality

- All information will be held in accordance with the Data Protection Act 1998.
- All information on children, families and staff will be locked away but accessible the Holiday Club leader only.
- Parent/carers are entitled to view information about their children only.

Emergency Action

In event of an emergency the Holiday Club leader will take the following action:

- Assess the situation and ensure the children's safety.
- Instruct fellow staff of their duties and actions.
- Contact the emergency services, and/or child's parents where necessary.

Holiday Club Rules

At Holiday Club we:

- Listen to our coaches and each other
- Speak to each other politely
- Are kind and helpful
- Use our hands for playing and helping
- Follow instructions
- We stay close to our coaches

Behaviour Management and Exclusions

- The scheme will operate a system for warning and excluding children if there is any inappropriate behaviour.
- In the first instance the child will receive a verbal warning from a member of staff.
- On a child's second warning the incident will be logged and the parent/carers will be contacted.
- If a child is warned for the third time we will exercise the right to exclude them from Gateway School Holiday Club and the parent/carers will receive a full explanation.
- If a child's behaviour is particularly inappropriate, then the Holiday Club leader may exercise the right to exclude a child without a verbal warning.