

St Andrews Kids Club

**Holiday, Before and After School Care Programmes
116 Selwyn Avenue Mission Bay Auckland**



**Policies and Procedures
2013**

Mission Statement

St Andrews Kids Club mission is to provide a safe, supportive, caring, happy, and Christian environment that incorporates recreational and educational experiences to all children in its care.

Program Objectives

- To provide a wide variety of supervised play and recreational activities, which assist primary school aged children's social, emotional, and physical development, including creative, intellectual, and communication skills
- To provide a healthy, nurturing, and stimulating Christian environment filled with warmth, understanding, safety, and fun
- To help children develop their potentials by focusing on values development, trust, respect, independence, confidence, and responsibility
- To promote and encourage equal opportunities for all children attending irrespective of race, religion, gender, disability, or family background
- To enable parents/guardians to pursue work, study/training or other activities, in the knowledge that their children are being well cared for in a safe and fun environment
- To provide a quality holiday, before and after school programme staffed by trained, caring and supportive individuals who give parents a sense of confidence that their children are being left in good hands
- To establish good relationships with families, schools, and the parish community by providing excellent child care programmes

Introduction

St Andrews Kids Club is situated in the Parish Centre of the Anglican Parish of Kohimarama and next to the Mary Atkin Reserve. It is accessible by car into a car park from Selwyn Avenue in Mission Bay, or on foot through the Reserve from Kohimarama Road. Our team believes that every child has the ability to reach and maximize their abilities and aspirations, and make significant contributions to their community. We provide a healthy, nurturing, and stimulating Christian environment filled with warmth, understanding, safety, and fun.

Its safe and convenient location is perfect for both indoor and outdoor activities where children can develop their skills and have fun at the same time. It has a lounge and reading area, a spacious hall for arts and crafts, a play area with building blocks, dolls, and board games, movie and playstation corner, kitchen, office, and access to outdoor play areas.

We provide a varied programme of activities including sports and outdoor games, a wide range of arts and crafts, drawing, painting, and colouring activities, reading and help with homework, and other activities available to the children on a daily basis. The children are collected from school by our staff and brought back to the Club, where they are provided with a healthy snack. They are encouraged to finish their homework, if possible, or do reading before having the opportunity to choose the activities they would like to access.

The qualified and caring team at St Andrews Kids Club is driven towards providing quality child care programmes to ensure the safety and enjoyment of all children attending. We aim to establish good relationships with families, schools, and the community by providing excellent holiday and before and after school programmes.

Programme Times:

Before School Care

7:00am to 8:40am

After School Care

3:00pm to 6:00pm

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| 3:00 pm – 3:30 pm | Pick-up, Roll Call |
| 3:30 pm – 4:00 pm | Afternoon tea |
| 4:00 pm – 4:30 pm | Homework, Reading |
| 4:00 pm – 6:00 pm | Arts and Crafts, Outdoor Games, Board Games, Activity Books, Sports, Movies, Free-play |
| 5:30 pm – 6:00 pm | Clean-up Time |

School Holiday Care

7:00am to 6:00pm

Equality and Cultural Diversity Policy

St Andrews Kids Club aims to provide a welcoming and caring environment that promotes and vividly reflects cultural and social diversity that is equally accessible to all. We want all children that we support and care for to develop skills and maximise their abilities irrespective of gender, ability, race, religion, nationality, economic status, or cultural background. We are committed to embracing the multi-cultural diversity of the community we serve through the opportunities and services we offer while maintaining the Christian values. We aim to show that this diversity can work together in harmony to achieve rewarding and positive results for children. We have a zero tolerance policy towards any form of discrimination or abuse to children and/or staff.

Our dedicated team promotes a child-centred learning environment, which is easily accessible, stimulating, encouraging and supportive to both the children in their care and their parents, guardians, or caregivers. Children will be cared for according to their individual needs and staff will take into account the fact that a child's development and learning ability may vary significantly from one to another. Although children do not learn or progress at the same rate, they will be encouraged to participate in all aspects of play and other activities, which are set out daily, according to their age, ability and interest in doing so.

All children will be encouraged to participate in events that recognise and celebrate the cultural diversity of the group. Every effort will be made to ensure that toys, books and games reflect the multicultural community we live in.

Equality and cultural diversity is about respecting people's differences and creating an environment where all can thrive and contribute. St Andrews Kids Club believes that the performance of its staff is central to the success of the organisation. It does not seek to differentiate between employees on the basis of status but promotes equal access to opportunities. It welcomes employment applications from all qualified workers irrespective of colour, race, nationality, age, gender, or cultural background. St Andrews Kids Club is committed to ensuring that all members of its team feel valued and that the skills and talents of individuals are recognised and fully utilised and working towards achieving the objectives its programmes.

Code of Practice on Equality and Cultural Diversity

- St Andrews Kids Club will strive to provide a safe and happy environment, free from harassment and discrimination in which children's contributions are valued and respected
- The Club will ensure that its child care services are open and available to all children and issues of race, ethnicity, nationality, gender, culture, religion, language, and disability do not inhibit the child from accessing the Club
- Discriminatory behaviour and remarks are not acceptable

- Cultural, medical, and dietary needs of children at St Andrews Kids Club will be met
- Bilingual or multi-lingual children and adults are an asset. They will be valued and their languages recognised and respected. Staff will aim to make sure that children's names are spelt and pronounced correctly
- The Club will treat all children and their parents/guardians/caregivers with equal value and concern
- We will promote understanding, respect, and awareness of diversity and equal opportunities in planning and implementing our programme of activities
- St Andrews Kids Club will ensure that its recruitment policies and procedures are open, fair, and non-discriminatory
- All staff will be provided appropriate and necessary training. Regular appraisal will be conducted to assess the training needs of every staff.
- The Club will ensure that all staff are aware of, and understand the Equality and Cultural Diversity Policy as it relates to all aspects of their work

Preventing Racial Harassment and Discrimination

St Andrews Kids Club believes that taking proactive steps to prevent racial harassment and discrimination is more effective than handling the situation once it has already occurred. To deal with incidents of racial harassment and discrimination, St Andrews Kids Club will:

- Encourage individuals to treat each other with respect irrespective of their race, colour, nationality, or cultural background
- Ensure that all children are valued, regardless of their race, colour, nationality, or cultural background
- Promote good relations between different groups and cultures within St Andrews Kids Club and where applicable, in the wider community

Everyone at St Andrews Kids Club are encouraged to take responsibility for promoting harmonious racial relations and for protecting each other from racial harassment and discrimination by reporting any incident to the Coordinator or another responsible person.

Addressing Racial Harassment and Discrimination

- Incidents of racial harassment or discrimination will be reported to the Coordinator or another responsible person and fully recorded in the Incident Record Book

- If among children, parents/guardians/caregivers will be informed in order to resolve the situation on the same day the incident happened or as soon as is reasonably possible
- If involving staff, incident will be thoroughly investigated and steps will be taken to ensure it does not happen again
- All incidents will be fully investigated and details including the action taken to handle the incident will be recorded in the Incident Record Book
- The manager is responsible for ensuring that all incidents are handled both professionally and sensitively. All incidents will be kept confidential, with initials being used in the place of names in the Incident Record book. In cases where the Manager is involved in an allegation, the Registered Person will handle the incident, or nominate a senior member of staff in their place.
- Continued racial harassment or discrimination from any individual will result in exclusion from St Andrews Kids Club, where all other efforts have failed to provide a satisfactory resolution

Child Protection Policy

St Andrews Kids Club is fully committed to every child's right to be kept safe and protected from harm, and firmly recognises its responsibility for child protection. The safety, welfare, and protection of all children in our care are paramount and have priority over all other concerns.

The aim of the policy is to promote good practice, providing children with appropriate safety/protection whilst in the care of St Andrews Kids Club and to allow staff and volunteers to make informed and confident responses to specific child protection issues. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities – Child Youth and Family, the Police, social services.

Working alongside the Programme Manager, Child Protection Officers are appointed and responsible for handling child protection issues and liaising with the Child Youth and Family, the Police, and social services. Any complaints of suspected or actual child abuse or of children being put at risk will be taken seriously and acted upon immediately. All St Andrews Kids Club personnel accept the responsibility to pass on information and concerns to the individuals responsible for child protection matters regarding allegations of abuse, or concerns about a child who may have been abused or is at risk of abuse. In any investigation at all times, the safety, protection and interests of children concerned will take precedence.

Policy Statement

St Andrews Kids Club is fully committed to the following:

- the safety, welfare, and protection of the children is paramount
- all children, whatever their age, gender, culture, ability, language, racial origin, or religious belief should be able to participate in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights and feelings
- all suspicions and allegations of harm or abuse will be taken seriously and responded to swiftly and appropriately
- all St Andrews Kids Club employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures

Good Practice Guidelines

All St Andrews Kids Club personnel are expected to show exemplary behaviour to demonstrate their commitment to the Club's child protection policy and protect themselves from false accusations. They must all adhere to the following principles and action:

- Treat all children equally and with respect and dignity
- Always work in an open environment, avoiding private or unobserved situations. Staff must make every effort to minimize time when they are left alone with a child, particularly when supporting children with toileting and intimate care. If staff is alone with a child, the door of the room should be kept open and another staff or the Coordinator should be informed (ie to assist a child with toileting or changing)
- Maintain a safe and appropriate distance with children
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child.
- Always act in a professional way and do not accept bullying, swearing, or other disruptive behaviour. Staff must behave appropriately in terms of promoting healthy eating and drinking and all other behaviour, dress, and manner
- Maintain professional integrity and recognize appropriate boundaries. This includes not attending to personal calls and not using social networking sites to communicate to anyone regarding the setting or any aspect of work in the childcare setting

- Provide fun and enjoyable activities that promote fairness
- Always give enthusiastic and constructive feedback rather than negative criticism
- Request written parental consent if Club personnel are required to transport children in their cars
- Be an excellent role model, this includes not smoking, drinking alcohol, and using adult language while at work and in the company of children
- Must listen to, and act upon, any disclosures, allegations or concerns of child abuse and the welfare of children. They should also assist Child Youth and Family and the Police should they be requested to do so
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given
- Staff are aware of the need for strict confidentiality at all times

Child Protection Reporting Procedure

- Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of occurrence) to the Programme Coordinator and Child Protection Officers. Disclosure or evidence for concern may occur in many ways including a comment made by a child, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour
- The concern must be recorded using the Child Protection Concern Form. This form must be kept strictly confidential and stored securely. Staff must ensure that all concerns and allegations are treated with sensitivity and in strict confidence
- When necessary, the incident will be reported to the Child Youth and Family and the Police. St Andrews Kids Club staff will not try to handle the incident beyond its capacity nor assume that it has the specialist knowledge to solve child protection issues
- St Andrews Kids Club will assist Child Youth and Family and the Police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence

Child Protection Personnel/Recruitment Procedures

- All employees including volunteers are required to provide references, which are always verified. Criminal record check or police vetting is required prior to starting work at St Andrews Kids Club. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal
- All staff will receive Child Protection Training
- All employees and volunteers must receive regular monitoring and supervision in their work with children
- They have responsibility for the safety and welfare of the children that they work with in relation to their employment
- Employees including volunteers have a duty to ensure that any suspected incident, allegation, or other manifestation relating to child protection is reported using the reporting procedures in this policy.
- They must seek advice and help from Child Youth and Family if in any doubt about what action to take
- All new employees or volunteers will be given a copy of the child protection policy and procedures as part of their induction into the setting

Behaviour Management Policy

Policy Statement

St Andrews Kids Club will ensure to provide a safe, structured, supportive, and fun childcare environment where children will flourish best knowing that they are free to develop their play and learning without the fear or being hurt or hindered by any one else. Our programmes will be planned to develop self-discipline and self-esteem among children in an atmosphere of mutual respect and encouragement.

Guidelines for Good Behaviour

- Praise will be given for good behaviour rather than attention for negative behaviour
- Sharing, respect, and kind negotiation (example: children want to play with the same toy at the same time) will be encouraged instead of shouting and crying
- Satisfying, enjoying, and rewarding activities will be provided to enable children to “let off steam” and feel good about themselves

- Children will be encouraged to be responsible, example: taking care of books, toys, and equipment when using them, tidying up after playing
- Staff will use appropriate, positive language, example: “inside voice please” rather than “don’t shout”
- Staff must model good behaviour to set an example
- Staff will help children understand the consequences of their behaviour

Procedure for Discipline and Guiding Children’s Behaviour

We aim to assist children in developing the values of respect, sharing and giving, self-control, honesty, kindness, and sensitivity in their interactions with others. Programme rules will be made clear to children including the consequences for not following them. These rules will be established based on respect for all children attending the programmes, staff, equipment, and facilities.

Procedure for guiding and disciplining children:

- Establish clear, consistent, and simple rules for everyone in the programme so that children know what is expected. The rules are clearly related to the safety and protection of themselves and others. Whenever appropriate, staff will provide choices for the children to avoid power struggles (example: fighting over a same book or toy). Staff will make it clear to the children that they are always ready and happy to help when needed.
- When dealing with a problem, staff will focus on the behaviour, rather than on the child. Reminders will be regularly given to clarify and reinforce the rules
- When an inappropriate behaviour has occurred, staff will approach the child using a calm and controlled assertive voice and remind the child of the consequence that may result from disobeying the rules
- To change the circumstances that are causing inappropriate behaviour, the child will be redirected towards other activities that he or she may find as an alternative for the previous activity
- Persistent refusal to abide by the rules to keep everyone safe and happy at the Club will require that the child be removed from the activity and put into time-out (typically three to five minutes) at a spot that is visible to everyone. Time-out will be done with a positive attitude from the staff, pointing out the inappropriate behaviour and explaining why the child is removed from the activity. Staff may offer the child an alternate individual activity to do (drawing, reading, colouring, puzzle). Staff will discuss to the child the reason for being on time-out, what steps could have been done to prevent the child from being removed from the activity and put into time-out, and allow the child to decide if he or she wants to do the same activity again or choose a different activity instead

Children will be encouraged to solve their own conflicts, whenever possible. Staff will act as mediators, acknowledging angry and upset feelings, defining the difficulty, ask appropriate questions and provide support for an amicable settlement. This approach gives children confidence as effective problem solvers and respect for their peers.

If there is a persistent behaviour problem, staff will inform the parent/s when they collect the child and will be requested to support the staff in their attempts to encourage the child to behave. If the child's behaviour is causing continual disruption to the programme or causing harm to others, it may result in the child having to be removed from the programme.

All St Andrews Kids Club staff will encourage good behaviour among children. Behaviour that includes physical or verbal abuse, hurts or upsets - bullying, name-calling, any form of discrimination, pinching, kicking, or any form of physical violence towards other children and staff, or behaviour that shows lack of respect or consideration for others or property will be appropriately dealt with.

At all times, staff will not use any form of corporal punishment, humiliation, shaking, or withholding food to deal with unacceptable behaviour. Staff will always maintain a positive, consistent, and fair approach in dealing with children's behaviour.

Enrolment

Enrolment Policy

An enrolment form is required to be completed and signed by a parent/guardian for a child to be enrolled at St Andrews Kids Club. This form records important details of the child and parents/guardians including any medical or dietary concerns, emergency contacts, days attending, and any other information we need to know to provide proper care. Parents/Guardians must fill-out the enrolment form accurately and it is very important to notify St Andrews Kids Club immediately of any changes to the information provided. It is crucial that we have up-to-date enrolment information. We will not be held responsible for any untoward incident that may result from wrong or outdated information.

Enrolment Procedure

- Parent/Guardian must complete and sign the enrolment form for their child/ren to be enrolled at St Andrews Kids Club.
- Upon signing the enrolment form, parent/guardian agrees and acknowledges the enrolment conditions
- Parent/Guardian must accurately provide the required enrolment information
- Parent/Guardian must immediately inform the Club of any changes to the information provided during enrolment

- St Andrews Kids Club staff will not be held responsible for any untoward incident that may result from wrong or outdated information
- All enrolment information provided will be held in strict confidentiality in accordance with the Privacy Act of 1993
- Subject to availability of a place, enrolments will be processed on a first-come, first-served basis. A waiting list may apply

We encourage parents/guardians to visit with their child/ren before their start date to see and experience first-hand how our programmes run. If possible, children attending on trials will be given the same snack as the enrolled children are having on that day (provided that they don't have any food allergies) and will be allowed to participate in supervised activities.

Policy on Privacy and Confidentiality

St Andrews Kids Club complies with the requirements of the Privacy Act 1993 and any amendments thereto to protect the privacy and confidentiality of information regarding children, parents, and employees. It ensures that all records and information about everyone associated with the Club are kept in a secure place and only accessed by or disclosed to those people or authorities (example: Child Youth and Family) who have a legal right to know.

- All employees including volunteers and those on work experience, and members of the management will keep all information collected during enrolment in strict confidentiality. No information will be shared unless permitted by the family, or the information is necessary for the protection of a child, or required by authorities.
- Personal forms and information will be stored safely and securely
- Confidential conversations that employees may have with parents, or the management has with employees will be conducted in a private and quiet area away from children, other parents, and staff.
- Parents will have ready access to the files of their own children only. It is their responsibility to inform St Andrews Kids Club immediately of any changes to their circumstances or information
- Staff will not discuss individual children with anyone apart from their parents/guardians.
- All matters discussed at staff or management meetings will be treated as confidential
- Confidential information may only be exchanged in the normal course of work with other staff members at St Andrews Kids Club when it is needed for the proper operation of the Club and the well-being of other users and staff.

- All employees including volunteers and those on work experience will protect the privacy and confidentiality of other employees by not relating personal information about another staff member to anyone either within or outside the Club

Procedure

Files and documents containing confidential and personal information will be kept in a locked drawer or cabinet and the keys will be removed from the premises at close of business.

Access to and Collection of Children

Policy

Children are expected to be dropped-off by their parents safely at St Andrews Kids Club. Parents are required to sign their children in and ensure that a staff is around to supervise the children.

Only the parents and emergency contacts listed on the enrollment form are permitted to collect the children from St Andrews Kids Club. If a parent requires anyone other than themselves to collect their child or children, they must inform the Club beforehand and staff will record this on the child's enrolment form. Parents will have the opportunity to add any other contacts to the form, if they wish another individual to collect their child.

To ensure that all children are collected by their parent or another named contact:

- All children will remain at St Andrews Kids Club until a registered named person collects them
- Anyone asking to collect a child who is not an authorised person will be denied access until the parent has been contacted
- Parents must be aware of this policy and should not compromise this safety measure by asking unregistered persons to collect their child/ren
- Unless we are informed and a written permission signed by the parent is provided beforehand, all children are not allowed to leave the premises of St Andrews Kids Club to go to nearby activities or to a friend's house.
- If unforeseen circumstances arise and parents need to make alternative collection arrangements by phone, parents must inform St Andrews Kids Club themselves and not through any other unauthorized persons.

Procedure on Collection of Children for After School Care

- Parents and children will be informed of the designated waiting area at school for after school care pickup upon enrolment. Children are expected to proceed and wait for St Andrews Kids Club staff at the designated waiting area. Children must avoid wandering around the school while waiting for collection as this may compromise their safety. It is the children's responsibility to ensure that all their belongings are with them prior to proceeding at the waiting area.
- Young children or new enrollees can be collected by a St Andrews Kids Club Staff from their classrooms until they are confident to walk themselves up to the nearby waiting area
- Staff will ensure that all children booked for collection are present before leaving the school.
- Children will be taken to St Andrews Kids Club either by van driven by a qualified driver or walking school bus supervised by a minimum of two staff

Health and Safety

Policy Statement

The health, safety, and well-being of our employees and volunteers and all who use facilities provided by us and participate in activities organized by St Andrews Kids Club is of major importance. Our goal is to ensure that all activities carried out or undertaken by our dedicated staff are managed in a way that would avoid, reduce or control foreseeable risks to the health and safety of any one in our programmes. We will adhere to relevant health and safety legislation to ensure safety to all our employees and children participating in our programmes. All St Andrews Kids Club personnel will be knowledgeable in our health and safety policies and procedures.

Guidelines

- Our Health and Safety Policy and Procedures will be regularly monitored and assessed for its effectiveness
- Adequate health and safety training for all staff will be provided
- Important health announcements/guidelines published by the Ministry of Health will be used at St Andrews Kids Club for all areas of health and safety
- Weekly safety checks will be accomplished to ensure that the Club environment is safe for everyone
- Provide adequate resources as necessary to meet the Club's health and safety responsibilities

- Provide a safe environment for everyone at the Club and equipment that is well-maintained at all times
- Children are not allowed access to the kitchen and cupboard where cleaning substances are kept
- Maintain an Accident and Incident Register

Accidents and First-Aid Procedure

All accidents and incidents shall be recorded in the Accident and Incident Register on the same day the event took place. Any member of staff that has an accident whilst at work will also be recorded in the Register. Where possible, a counter signature of another staff who witnessed the accident or incident will be obtained.

Staff must inform the parents/guardians of the child or children concerned at the end of the session in which the incident or accident, took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

All incidents that cause concern to staff will be recorded. Incidents may take the form of something untoward that occurred, something a child said that gave cause for concern or an outside incident which affected the Club. All incidents will be reported to the Coordinator. However, a separate written report on a child may also be made if appropriate and recorded separately and stored confidentially.

The Club is supplied with first-aid kits onsite and offsite. The Club Coordinator will ensure that the kits are regularly checked and replenished and that no medication is kept in them.

Minor accident

Example: Nose bleed, Bump

- Assess the situation and be aware of any obvious dangers, use protective clothing or gloves
- Comfort the child
- Apply appropriate first-aid treatment
- Report the accident to the Club Coordinator
- Accomplish an accident and incident form and inform parent/guardian/caregiver on arrival and request signature

Serious accident

- Assess the situation and be wary of any obvious dangers, use protective clothing and gloves

- Comfort the child
- Report the accident to the Club Coordinator and if necessary, Coordinator will dial **111** immediately
- The Coordinator will contact the parent or the emergency contacts if unable to reach the parent
- If a child needs to be hospitalized immediately and parents cannot be contacted, then a staff will accompany the child to the hospital
- Complete an accident form, show parent as soon as possible and request for signature

Equipment Safety

The Club Coordinator and all staff have a responsibility to carry out regular checks on all the equipment, & throw away any items that become potentially dangerous through damage, or misuse.

They will make the children aware of hazards such as toys and games cluttering walk ways, and discourage this.

Children will be expected to sit on chairs and not tables.

Spilt liquids will be cleared up immediately to avoid slippery floors.

Electrical appliances will be checked annually by a qualified electrician (who is appointed by St Andrews Kids Club to check their equipment annually.)

All cleaning equipment will be kept out of reach of the children.

Children will be prevented from accessing the kitchen area through supervision

Risk Assessments and Actions

St Andrews Kids Club understands the importance of ensuring that systems are in place for checking that the club is a safe and secure place for children, staff and parents/guardians. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place.

Risk assessment will be reviewed annually or immediately, where the need arises. Reviews are conducted when there is any change to equipment or resources, any change to the club's premises, or when particular needs of a child or other visitors necessitate this. A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The club's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

Site Security and Supervision

- Parents are encouraged to talk to their children about the importance of remaining safe and not leaving the Club's premises during the programme
- These messages will be reinforced by both the club's staff.
- Safety and security procedures will be regularly reviewed on Staff meetings
- Staff and any other authorised persons who are regular visitors to the club will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the club's premises.

Children will not be left unsupervised at any time during activities. In the event of staff shortages or absences, a regular casual employee or volunteer will cover the absent staff to ensure that children are adequately supervised, in accordance with the staff ratio provisions set out in the Staffing policy.

Visitors

All visitors will be recorded on the day on the Attendance Register. Details will include: their name and time of arrival and departure. Visitors to the club will not be left unsupervised with children at any time.

All staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the club's premises. If the visitor has no suitable reason to be on the club's premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Register, and the Manager will be immediately notified.

Health and Hygiene Policies

- All breakfast and afternoon tea prepared at St Andrews Kids Club will be nutritious and following the food handling guidelines, and will respect children's cultural and medical requirements

- A list of all children's food allergies and cultural food preferences will be displayed in food preparation and serving areas.
- All food used for snacks will be stored at the appropriate temperature either in the store cupboard or in the refrigerator/freezer. Use-by dates will be checked prior to serving and all out of date food will be discarded.
- Children will be encouraged to drink water
- The dining area at the hall is the only designated area for eating

Food Preparation and Dining Area

- Staff must ensure that his/her hands are thoroughly washed and clean before and after handling food
- Before food is served the work surface area and tables to be used will be cleaned with antibacterial cleaner using a disposable cloth
- Children will be provided with their own plate and cup for their snacks
- Cups, plates, kitchen utensils, etc will be washed in hot soapy water after use and dried on a clean tea towel.
- The kitchen will be cleaned and disinfected daily
- The refrigerator will be kept clean and odourless, spills will be cleaned up as they occur.

Fire Safety

All St Andrews Kids Club employees are instructed in fire safety procedures during their induction. All staff and children are made aware of the fire safety procedures through regular fire drills. Staff are informed of location of fire exits, fire assembly point and where fire safety equipment is stored.

A copy of the fire/emergency evacuation procedure is posted on the announcement board by the hall entrance.

Exit doors are kept clear at all times. Fire and other emergency drills (earthquakes, disasters, etc) will be practiced once every school holiday and after school term.

Fire Prevention

The Club will take all steps possible to prevent fires occurring. The manager and staff are responsible for:

- Ensuring power points are not overloaded
- Ensuring the club's no smoking policy is observed
- Ensuring no fraying or trailing wires exist
- Storing potentially flammable materials safely

In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity. Only when safe, one member of staff will be allocated to check the toilets.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

If for any reason the designated fire safety officer is absent at the time of an incident, the Programmed Coordinator will assume responsibility.

Supervisor staff on outdoor play on hearing the alarm will make their way quickly to the Assembly Point on the field with all the children who are playing outdoors.

It is important that ALL children tell their St Andrews Kids Club Supervisors when they are moving around in the building, example: to use the toilet, in order that the whereabouts of all children is known at any time.