

ENVIRONMENTAL

Our Club is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

The Management Committee is responsible for ensuring that the Club's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily risk assessments are carried out, in accordance with the Risk Assessment policy, to ensure that the facilities are maintained in a suitable state of repair and decoration. Outdoor play areas should be free from holes, bumps or uneven surface areas. Where inadequacies are identified, they will be taken up with Round Hill School.

The Club is committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with special educational needs and/or disabilities (for further details see the Inclusion Policy). The Club's premises comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance

During the opening hours, the indoor areas of the premises are used by and solely available to the Club, its staff and the children, as far as this is possible. The Club will do all it can to maintain an open room layout, allowing children to choose from a variety of play opportunities. All children will have adequate space to play and interact freely (a minimum of 2.3 square metres' space per child).

SECURITY:

Our main door has a magnetic system with a coded push button control. The door, leading to school reception is monitored, so all staff are alerted to anyone entering our area from within school.

All School gates are locked before the doors leading to the playground are opened and any child is allowed out.

The doors to the computer suite are locked, the Manager and Caretaker having keys. All staff are to be aware of which children they have in their care by keeping a list and making regular head counts.

TOILETS:

Only one child is allowed to go to the toilet at any given time. If more children require the toilet whilst it is use, then a member of our team will walk the children to the school toilets.

OUTDOOR PLAY:

A thorough Health & Safety check and Risk Assessment will take place before the children are allowed outside and only with adequate staffing will children be allowed to enter the wild area.

Staff will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun, according to the provisions set out in the Health, Illness and Emergency policy.

KITCHEN AREA:

Children will not be allowed in the kitchen area without a team member and are only allowed in when a supervised activity is taking place. Roundabout will work with the school to maintain an adequate space for storing the entire Club's equipment safely and securely.

Members of staff will have access to a telephone on the Club's premises at all times for urgent contact, but otherwise must have their own mobiles locked away during normal club hours. See Mobile Phone Policy.