

## **QUICK GUIDANCE FOR STAFF**

For the efficient running of the club these guidelines must be used whenever possible:

### **STAFFING:**

- Have a working knowledge of all the Clubs policies and procedures.
- Children aged 3 years and over but under 4 years – 1:8
- Children aged 4 years and over but under 8 years – 1:10
- Children aged 8 years and over – 1:15
- There must always be two members of staff (Minimum) both inside the club and outside in the playground.
- Children must be supervised at all times.
- All employees have an enhanced DBS check and ideally before the start of employment.
- Undertaking the relevant training courses is essential for the Club to provide quality care.
- Weekly staff meeting will take place every Tuesday so you can bring up any issues or suggestions. You may ask the Manager to inform the Management Committee on issues, if you feel this is necessary.
- All staff will abide by the Club Rules, along with the children.
- Staff will always check the Dietary sheets to be aware of relevant allergies, illnesses or parental wishes.
- On visits and outings the staff to child ratio will be 1-4
- Staff will not take or be under the influence of any drugs, alcohol or smoke on the premises. (Inside and out in the playground)
- All incidents must be recorded in the appropriate book. Only one entry per page. The Manager/Deputy must be informed.

- All accidents must be reported to a First-aider or the Manager/Deputy. The first-aider will assess the child and give treatment as appropriate, they will then complete a First-aid sheet. The staff member dealing with the accident will ensure that the parents/carers sign the sheet and is given a copy before filing it away in the appropriate folder

Staff will be aware who the First-aiders are (See display on walls). Every member of staff is encouraged to attend a first-aid, Safeguarding and Food Hygiene courses.

## **ACTIVITIES:**

- All planned activities will have constant supervision.
- Ratios will be maintained at all times except when an activity includes potentially dangerous equipment, then a maximum of 1- 4 apply.
- Bad behaviour will be discouraged and a child will be encouraged towards a different activity.
- Equipment will be checked quickly when it is put out within the Club.
- Regular thorough checks will be taken monthly.
- The Manager will be advised of any equipment that has been taken out of action.

## **PARENTS:**

- Have access to all of the Club's policies, these will be displayed in the club.
- Are entitled to be informed of Safeguarding issues regarding their child/ren
- Are encouraged to be an active member of the Club and to join the Management Committee.
- Must fill in a Registration Form and inform Roundabout of any changes.
- Must sign when collecting or leaving their child. If they wish someone else to collect their child this must be pre-arranged with the Manager/Deputy.
- Must fill in a Medication Sheet if they need their child to take **prescribed** medicine while at the club.

## **ACCIDENTS/ILLNESS:**

- All accidents must be recorded on a First-aid sheet and the Manager informed. Parent/carer will need to read and sign before leaving the club.
- A sick or injured child should never be left alone.
- Emergency list and Registration forms easily accessible to staff.

## **FIRE DRILL:**

- There will be regular fire drills every school term. These will be recorded.
- Staff must make sure they know and understand the role they have within the fire drill.
- Children need to be aware of the fire drill; practice sessions will be carried out at regular intervals.
- The register and signing in sheet will need to be used to account for all children, staff and visitors.