

DAILY ROUTINE

SECURITY OF THE BUILDING:

This is undertaken by the Site Manager.

MORNING SESSION – PRIOR:

- Complete all Risk Assessments
- Prepare the room ready for the session.

THROUGHOUT:

Parents/carers **MUST** sign the children in when arriving at Roundabout.

Head counts will be undertaken during each session to account for all the children.

Adult to child ratio will be maintained at all times, with a minimum of two play workers at all times.

- All members of the Roundabout team will follow the Morning rota.
- Breakfast is served from 7.45am till 8.30am.
- In fine weather the children may play outside. When the play workers see that the school gates are about to be unlocked, they will bring all the children back inside to the dining room.
- At 8.40am we tidy up the dining room.
- At 8.45am the Key Stage 2 children will go into the playground with a member of staff. They will then be under the supervision of our play worker and the teacher on duty.
- Three play workers will escort Key Stage 1 children into the playground after Key Stage 2 children have entered school.
- The play workers will stay with the children while they line up, and watch until Key Stage 1 children have entered the school building with their teacher.
- ESU children will be taken through school to their classroom with at least two members of the Roundabout team.

The Dining Room must always be left clean and tidy, chairs pushed in and tables straight READY FOR SCHOOL LUNCHES

AFTERNOON SESSIONS – PRIOR:

- Complete all Risk Assessments
- Prepare the room for activities as per rota
- Put out equipment as per planning sheet.
- Refreshments prepared.

THROUGHOUT:

Adult to child ratio will be maintained at all times, with a minimum of two play workers at all times.

- All members of the Roundabout team will follow the rota for the afternoon session.
- At 3.30pm a minimum of 7 members of the Roundabout team will collect the Key Stage 1 children from their respective classrooms using the daily register slips to ensure that all the children are collected and a minimum of two members of the Roundabout team will collect the children from the two ESU classrooms, also using the slips.
- Key Stage 2 children will make their own way to the club.
- Staff will ensure that all the children have washed their hands and that bags and coats are placed on pegs.

All children must be accounted for, checking and marking the day's daily register and undertaking a head count. Head counts will be completed at intervals during the session.

Parents/carers will sign their children out, in line with our Arrivals & Departures policy.

AFTER:

- Make sure everything is put away neatly as per rota
- All tables are wiped, floor swept and the dining room is left, clean and tidy.
- Kitchen is left clean, tidy and the sink and all surfaces wiped.

**SPECIAL ATTENTION MUST BE MADE, TO KEEP THE KITCHEN AND OUR
FOOD STORE, CLEAN AND TIDY**