

Safeguarding and welfare requirement: Premises

The premise and equipment must be organised in a way that meets the needs of children.

11.0 Other services

11.1 TOTS GROUP

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to provide a warm, friendly and relaxed environment and to be a support base for parents/carers who have 'tots' with additional needs.

Procedures

- Parents/carers must stay with their child for the duration of tots group.
- Tots group is held in the soft play/sensory room.
- On first visit, parent/carer fills in a registration form including any relevant information such as medical needs. Each week a register is filled in, situated with the main register.
- A staff member will always be present during tots group.
- Tots group includes any session that parent's/carers request (if plausible) such as coffee mornings, makaton training, baby massage...
- When coffee mornings are in operation, parents will have hot drinks in a travel mug so they are in a closed cup.
- Although we have a no mobile phone policy within the setting, we allow parents/carers to use their mobile phone whilst in tots group as they often show staff members and other parents/carers photos of their child i.e. physiotherapy, causes for concern... However, if a child from the nursery is in the soft play room then mobile phones must not be used.
- When the child is old enough to start nursery a smooth transition is put into place, taken into account the child's individual needs and parents/carers wishes.

This policy was adopted at a meeting of **Stepping Stones play and learn group**

Held on **10th September 2013**

Signed on behalf of management committee: **CNice**

Name of signatory: **Carol Nice**

Role of signatory (e.g. chair/owner): **Chair**

Date checked and updated when required.	Date to be reviewed.	Checked by	Date checked and updated when required.	Date to be reviewed.	Checked by
September 14	September 15				
September 15	September 16				
October 2016	October 2017				
March 2020	March 2021	STownsend			

11.2 AFTER SCHOOL CLUB

Policy statement

It is our intention to make our setting accessible to children, young people and families from all sections of the local community, who cannot access other after school activities. We aim to provide a warm, friendly and relaxed environment for the children and young people and provide respite for parents.

Procedures

- All policies apply for after school club (see policy folder).
- After school club is set up based on children's and young people's wants and interests. During this time they can choose their activities whether it is watching a DVD, playing outside, relaxing...
- We run 4 different groups depending on age and ability, this enables the children and young people to socialise and mix with other children of similar abilities and interests.
- Parents fill in a registration form and care plan so we have all relevant information on the child/young person.
- We take each group on regular outings that best meet their needs, but if a child or young person does not want to go we do not force them as this is their relaxation time and their choice (unless we are short staffed and need the whole group to stay together). These outings may be cancelled if there are not sufficient staff available.
- The outings we take them on help develop their social skills, physical needs, self help and life skills e.g. handling money, social situations (sitting in a restaurant appropriately) and gives opportunities to access facilities within the local community.
- When on outings we use a ratio suitable for the dynamics of the children and young people in the group, normally either 1:1 or 1:2. With some challenging children/young people we are able to provide 2:1 to ensure they can access activities safely.
- Children and young people have access to the soft play and sensory room which is supervised by an adult at all times.
- Although we provide healthy snacks, we are aware that some of our children and young people have very restricted diets so will offer crisps and other food they like or parents will supply snacks for their own child.
- We have decided not to have practice fire drills during after school club as this can cause a lot of distress for some of our children and young people and their stress will not be eased through practicing. We have devised a fire evacuation plan for each of our groups so all members of staff are aware of the emergency action.

- We offer children and young people holiday respite for 1 week at Easter and 5 weeks in the Summer.
- Parent/Carers are required to give a minimum of 4 weeks' notice to quit After School Club.

This policy was adopted at a meeting of **Stepping Stones play and learn group**

Held on **10th September 2013**

Signed on behalf of management committee: **CNice**

Name of signatory: **Carol Nice**

Role of signatory (e.g. chair/owner): **Chair**

Date checked and updated when required.	Date to be reviewed.	Checked by	Date checked and updated when required.	Date to be reviewed.	Checked by
September 2014	September 2015				
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March 2020	March 2021	STownsend			