Mistley Kids Club

Policy Overview

Welcome parents and carers, here is a brief overview of our policies and procedures that we have at Mistley Kids Club. If you wish to read the full policies, you can find them online at MistleyKidsClub.co.uk or you can ask in Club for a full copy of the policies.

**Admissions policy:**

* Ages 4-16 (4-19 for SEN)
* Ofsted regulations state maximum of 50 children
* £20 Registration fee
* Staff/child ratio 1:8
* £25.00 Full Day Holiday Club, £18.00 Half-Day Holiday Club
* £8.00 for after school
* Taxi fees may apply

**Arrivals and Departures:**

* Your child will be signed in when they arrive and any medication forms must be completed if applicable.
* Children must not arrive before our stated opening times or stay beyond our stated closing times. Early arrival or Late collection fees are charged at £15 per 15 minutes.
* You MUST inform us of anyone else collecting your child, they will then be given a password which they will need to remember to be able to collect your child.
* If any child remains after closing time, after doing everything possible to contact the parent and emergency contacts, then we will be legally required to contact Social Care and the local police as per our uncollected child policy
* You must inform us that you have collected your child, they will then be signed out.

**Mission statement: We believe in…**

* Imaginative and creative activities
* Developing opportunities for working parents
* Developing opportunities for families of children with additional needs
* Ensuring the safety and security of premises and transport
* Caring and professional staff
* Rights of a child
* Values of play work
* Highest quality of standards

**Safeguarding policy and procedure:**

* Every child matters (recognising children have the freedom from abuse of any kind)
* We ensure all our staff and volunteers are carefully selected and are DBS (CRB) checked
* All staff have up to date safeguarding training
* We have 3 designated safeguarding officers (Claire Moss, Matt Norton, Thomas Moss)
* Strict no mobile phone and camera policy for our staff
* Abide by Children act 1989/2004 & Keeping Children Safe in Education 2016. Follow SET PROCEDURES May 2019
* Categories of concern (Neglect, types of abuse, signs of abuse)

**SEND policy (Special Educational Needs and Disabilities)**

* We include all children with disabilities making them feel a part of Kids Club
* SENCO to oversee SEND children and staff working with them
* Special training for certain staff to administer rescue medication
* ‘All about me’ folders for each child so every staff member will have a good knowledge of the child
* Rights of a special need’s child
* SEND children will be included in every activity and activities will be adapted to make this possible if necessary

Updated December 2020