Mistley Kids Club

Policy Overview For New Families.

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
* £21.00 Full Day Holiday Club, £15.00 Half-Day Holiday Club
* £8.00 for after school (no second child reduction)
* Taxi fees may apply

**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 a designated safeguarding officer (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 and SENCO assistant 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 needs child
* SEND children will be included in every activity and activities will be adapted to make this possible if necessary

Updated May 2019