

FUN STATIONS



SPORTS AND ACTIVITY CAMPS

CARE STANDARDS

POLICIES AND PROCEDURES

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Standard 1 Suitable Person

Senior staff at Fun Stations will hold a level 3 qualification or above in childcare.

Assistants will hold or be studying for a level 2 qualification in childcare and relevant to the activities being undertaken.

Staff will be recruited from our network of activities through hosting schools, other centres, volunteers and by advertisements in local press. All staff will be required to complete the necessary vetting procedure and will provide a reference from a relevant source.

Volunteer staff will be recruited from local schools/colleges and older children within the camps. Volunteers will be supervised at all times and will not be in charge of a group of children.

All staff will receive induction training on organisation, health and safety and child protection.

Further training, support and courses will be made available to all staff.

All staff will be informally assessed as a matter of team activities and will have a formal feedback session at least once a year.

Standard 2 Organisation

Activities and make up of groups will be determined by the staff on duty on a particular day. But, especially where younger children (under 8s) are concerned, Fun Stations will attempt to keep children with a regular member of staff to promote and monitor their well-being.

Groups will normally be in the ratio of 8 children to one member of staff but some activities may require two or more groups to work together at the same time. The centre manager will monitor such activities and, in his/her absence, a named deputy will take charge.

Normal hours will be from 8-30 to 4-30 but provision will be made for children whose parents work and need childcare from 8 am to 6pm.

Children's ages will vary from 4 to 14 years old and the activities, described later, will reflect this variety.

Application for places at Fun Stations will normally be made via a booking form. Personal information such as name, address, DoB, emergency contact numbers, school, etc as well as dates of bookings will be mailed to Fun Stations. Bookings made in advance will be eligible for a discount, as will multiple bookings of five days or more. Confirmation of booking, if required, will normally be made via Email or phone.

Cancellation of bookings will incur a charge of £5 per child per day. Parents wishing to change days will incur an administration charge of £2-50.

Bookings over the internet are being accepted and ways of securing payment are being investigated.

All effort will be made to accommodate children with special needs and, if it is not suitable at our present site, enquiries will be made to assist placement at another, suitable, centre.

Contact may be made, as described in literature to parents, via phone (0161 718 0342), email (info@funstations.co.uk) or postal mail (Fun Stations, 15 Crossefield Rd, Cheadle Hulme, Cheshire. SK8 5PD).

All staff will have experience or qualifications in education, childcare and/or sports leadership. Staff, who do not have a similar qualification in sport or first aid, will be offered the opportunity to attend a Community Sports Leaders Award and/or First Aid course as part of their in-service training.

Staff will be recruited from our network of activities through hosting schools, other centres, volunteers and by advertisements in local press. All staff will be required to complete the necessary registration procedure and will provide a reference from a relevant source.

Volunteer staff will be recruited from local schools/colleges and older children within the camps. Volunteers will be supervised at all times and will not be in charge of a group of children.

A list of activities is included in the attached flier. Younger children will be given the opportunity to experiment with skills and games and will be encouraged to master the basic skills of hand-eye coordination, balance, turn taking and working as a team.

Older children will be encouraged to apply their skills to a variety of games situations and again develop their individual and team skills.

Staff will be looking to develop leadership skills in the older children so they may be used as 'prefects' to help with setting out and putting away of equipment, helping younger children and carrying information between groups when necessary.

When children are using outside facilities a register will be taken when they leave the building and when they return. Regular head counts should be made during the activity.

Organised activities will begin at 9-15. Prior to this, activities will be available for children to opt into or chat to their friends. There will be a break, including 'tuck shop', during the morning and afternoon sessions. Dinner will be taken at 12-15. The final session will finish at 4-00 when children will be able to finish off any projects, take part in informal activities and/or chat to their friends.

Daily hours will normally be from 8-30 to 4-30. A member of staff will be on duty at the registration desk fifteen minutes before the start of the day. Children will arrive to the desk and be checked in on the daily register. Staff will confirm details on record for name, address, DoB, medical conditions etc.

Emergency contact numbers for that day will be reaffirmed. (This information will be kept by the centre coordinator, for use in emergency.)

The child will then put belongings not required during the day into the cloakroom and enter the activity area with another member of staff.

(Parents will be advised, when booking, that food for lunch needs to be provided and stored in an acceptable way for consumption at dinner time.)

Children arriving after the start of organised activities (9-15) will be marked as late (L) and the time recorded alongside their name. Children being picked up before 4-00 pm will be marked as early leaving (E) and the time recorded alongside their name.

At the end of the day, children will only be released to the same parent/carer unless previous arrangements have been made.

In the case of lost children, full search of the premises will be carried out and checks made to home telephone numbers. If the whereabouts of the child are still unknown the matter will be reported to the local police. Uncollected children will initially be referred to their parent's emergency phone number to ascertain probable time of collection. If this time is outside the practicable supervision of Fun Stations staff Police and/or Social Services will be contacted. The centre manager will be responsible for a member of staff staying with the child until the child is reunited with parents, acceptable responsible adult or Police.

If any complaints are received while a child is part of the activity camp, the centre manager will speak in private to the parent and/or child. If the centre manager cannot resolve the situation satisfactorily the matter will be referred to the Head of Service, Martyn Hargreaves. Fun Stations, 15 Crossefield Rd, Cheadle Hulme, Cheshire. SK8 5PD who will carry out an investigation and report in writing to the parent within 15 days. If the situation remains unresolved the parent will be referred to OFSTED the monitoring office at 3rd Floor, Royal Exchange Building, St Ann's Square, Manchester M2 7LA. Tel No. 0845 601 4772.

Standard 3 Care, Learning and Play

Fun Stations will provide opportunities for children to experiment and play in a safe environment. Activities will be challenging and developmental.

In sport, younger children will be given the opportunity to experiment with skills and games and will be encouraged to master the basic skills of hand-eye coordination, balance, turn taking and working as a team.

Older children will be encouraged to apply their skills to a variety of games situations and again develop their individual and team skills.

Staff will be looking to develop leadership skills in the older children so they may be used as 'prefects' to help with setting out and putting away of

equipment, helping younger children and carrying information between groups when necessary.

In classroom-based activities children will experience a variety of new and traditional skills and be encouraged to use these skills in a variety of ways.

Activities will include music, art and craft, drama, board games, quizzes and competitions.

Fun Stations will

meet children's individual needs and promote their welfare. Fun Stations will plan and provide activities and play opportunities to develop children's emotional, physical, social, creative and intellectual, including language, capabilities.

Plan a range of activities and play opportunities and provide resources which are appropriate to the ages and interests of the children attending.

plan and provide activities and play opportunities which allow children to use their imagination and in which they have as much choice as possible.

listen and value what children say, talk with them about what they are doing and actively encourage children to explore their full potential.

encourage children to be confident, independent and develop their self esteem.

ensure all staff help children to develop a sense of right and wrong.

Standard 4 Physical Environment

The facilities used for Fun Stations activities will comply with all requirements within the standards relating to cleanliness, repair and décor, heating, lighting, ventilation and suitability for the activity.

Staff will have use of mobile phones.

Activities will be arranged to suit the age, ability and interests of all the children but arrangements will be made for children to rest quietly if they feel they cannot participate in the main activities.

Outdoor areas will be used for some activities. These are well bounded by fences and children will be supervised at all times while outside the buildings.

There are sufficient toilets for each gender in each of the areas of activity. Where this requires children to go outside the class base area they will be escorted as a group or supervised by the supernumerary.

The kitchen areas will not be used by Fun Stations staff or children.

Standard 5 Equipment.

All equipment bought by Fun Stations for use at the centre will be safe and appropriate for their purpose.

The centre manager will be responsible to assess safety and suitability and maintain the equipment in use at the centre.

S/he will provide suitable and sufficient materials to stimulate activities and play opportunities for the children.

Standard 6 Safety.

Risk assessments will be carried out for each area of activity prior to the event. Hazards will be removed or dealt with in a suitable manner so that children or staff are not put to undue risk.

Staff will be made aware of the need to update these risk assessments on a regular basis. Evaluation comments should be made on planning sheets and other staff informed of developments that could cause a risk to children or staff. The centre manager will respond to these concerns and review the risk assessment if necessary.

The centre manager will perform a daily risk assessment of all areas to be used and will amend or update risk assessments and planning sheets as necessary. (Copy attached)

The host school will maintain facilities in a safe state of repair and will carry out appropriate annual checks. Records of these checks will be available to Ofsted. Fun Stations staff will report all concerns to the host school site manager and the centre manager will take appropriate action if the fault cannot be rectified immediately.

Children will be supervised in all activities at all times. The facilities will be exclusively for use by Fun Stations and any visitors will be signed into the daily register and supervised during their stay.

Fun Stations will carry out Fire Drills in line with the host school's procedures and record them on the daily register. Staff will be made aware of their responsibilities and duties during induction training and children will be regularly reminded of their role during daily briefings. A fire drill will be planned for the beginning of each holiday break to familiarise children and staff with procedures.

Trips will be arranged to local facilities such as swimming pools and ten-pin bowling. These establishments will be asked to facilitate risk assessments and groups will adhere to the rules and procedures of the facility during their stay. Parents will be asked to book in advance, signing to accept that their

child will be transported in a hired mini bus, driven by a member of the Fun Stations staff.

The driver of the bus will be over 21 years of age and held a relevant, full driving licence for three years. The driver of the mini bus will be extra to the normal compliment of staff for the group going out. Seat belts will be worn at all times by all passengers in the mini bus.

Fun Stations will implement the necessary Public Liability Insurance through Morton Michel.

Standard 7 Health Care

Staff will be mindful of children arriving to the centre who are ill or infectious and the centre manager will not allow a child to enter the centre if they feel the child presents a health risk to themselves or others. Parents are asked to keep staff informed of any child's illness or condition. Centre managers will keep parents informed via poster or information slip of occurrences of infectious, notifiable or communicable disease.

If a child becomes ill during the day the centre manager will make arrangements for the child to be removed to a quiet area or collected by parents depending on the severity of the illness.

Parents will be asked to give their written permission for a named Fun Stations member of staff to seek necessary emergency medical advice or treatment. (Parental consent form)

If a child requires medication during the day the centre manager will only administer medicine after obtaining written permission from a parent. (Medicine register) The medicine must be from its original container and in the prescribed dose. The centre manager will keep a record of the date, time and dosage and have this countersigned by a parent.

Staff will be mindful of health and safety issues and will maintain the venue as a smoke free environment. They will also ensure children are not supervised by anyone under the influence of alcohol or any other drugs. Staff should be aware that they are a role model for the children and should maintain a high level of personal hygiene. Staff should also be mindful of over familiarity as use of nicknames and other terms can be seen as intimidating.

Concerns about inappropriate behaviour and ability to supervise children will be passed, in confidence, to the centre manager.

Standard 8 Food and Drink

Food will not be cooked on the premises and children will bring a packed lunch. Parents will be reminded when booking that the food needs to be

prepared in order that is in good condition when eaten at around 12-30. Packed lunches will be stored in a classroom away from heat and sunlight.

Drinking water will be available to all children.

Drink cartons will be available to buy at break times.

The parental consent form will ask for information on special dietary needs and information will be recorded for when necessary.

A dining hall separate from activity areas will be used for eating packed lunches.

Standard 9 Equal Opportunities

Fun Stations is an equal opportunities establishment. All children and staff will be treated with respect and understanding. Staff will act as role models and present examples of good practice at all times. Staff will also encourage children to show respect and tolerance by praising good behaviour and tackling, firmly but fairly, any aspects of prejudice or discrimination. Any children failing to adhere to these standards will initially be spoken to by the member of staff present or, depending on the severity or frequency of incidents, this may be passed to the centre manager. The centre manager may speak to parents if it is felt necessary.

The activities at the centre will be open to all children and will be modified to suit the ability of the children taking part. Activities will reflect a wide range of interests, beliefs and backgrounds. Children and parents have opportunity, via option afternoons, questionnaires and discussion with staff to offer their ideas on future activities.

Children will be placed in a group relevant to their age and ability, not due to their gender.

Activities will give a balance of opportunities for boys and girls and will be monitored by the centre manager.

Children will be encouraged, by good practice from staff, to show respect and tolerance for each other in sporting and social terms. Incidents indicating a lack of respect for ethnic background, gender and/or ability will be dealt with by the member of staff witnessing it, recorded on the pro forma provided and passed on to a senior member of staff.

Standard 10 Special Needs

Many staff at Fun Stations have experience and qualifications relating to children with special needs.

Activities will be differentiated to allow access, wherever possible, to all children.

Fun Stations will work with parents and other agencies to provide suitable childcare for children with special needs.

Fun Stations will actively support and investigate opportunities for funding to aid access to activities for children with special needs.

Fun Stations will work with the host establishment to provide for the needs of children with special needs with regard to access and personal hygiene.

Fun Stations will promote the differentiation of activities to allow children with special needs to participate alongside their peers.

Standard 11 Behaviour

Senior staff at Fun Stations will have qualifications in childcare and/or education.

Support staff will have or be studying for qualifications in childcare and or education.

At Fun Stations we are promoting fun for everyone. This can only be achieved through acceptable behaviour and respect for others. Staff will promote this by positive reinforcement, being good role models and discussion of desired and non-acceptable behaviour during briefing and through the day. Staff will already hold or will be given advice or training in behaviour management as part of their induction.

In general we will apply a 'three strikes and you are out' policy. A child will be told when their behaviour is unacceptable. If the behaviour does not improve they will be given a further, final warning. If the problem persists, the child will be removed from the activity and/or referred to the centre manager. Arrangements will be made for individual counseling sessions to be carried out away from other children. In some circumstances it may be necessary to record the incident on the pro forma provided. (Copy attached) The centre manager will implement a similar 3 strike procedure and will discuss the situation with parents if necessary. Again, use of a quiet area will be arranged.

In the unlikely case of severe behaviour problems, the centre manager may involve parents earlier if he/she feels necessary.

Staff will be mindful of the problems of bullying and, in discussion, dissuade children from name calling, aggressive behaviour, lack of respect etc and will encourage children that we are a 'telling centre' where staff are willing to listen to and help resolve the children's problems. Staff will also be aware that physical intervention is the last strategy to employ and should only be used to prevent damage or injury to themselves or other children/staff.

Standard 12 Working in Partnership with Parents

Fun Stations staff will, wherever possible, inform parents informally of their child's progress.

Parents will be able to speak to staff about their child's progress.

Parents will be able to gain access to information kept on their children by Fun Stations.

Fun Stations will, at regular intervals, carry out surveys of parents to ascertain the validity and worth of activities carried out at the centre. Parents and children will have opportunity to comment on the running of the centre via questionnaires and surveys as well as by the more usual informal channels.

At the end of the day, children will only be released to the same parent/carer unless previous arrangements have been made.

If a child is identified as a child in need (section 17 of the Children Act 1989) Fun Stations, with parent's permission, will give appropriate information to referring agencies.

Standard 13 Child Protection

Those staff not already known to our organisation will need to provide a reference from a reliable source prior to starting work. Staff will be mindful that the safety and welfare of every child is paramount and will be encouraged to share their concerns for individual children with the centre manager. The centre manager will follow the guidelines laid down by **The Local Safeguarding Children Board**, (LSCB), passing on information to the Head of Service, LSCB and/or relevant agencies. If allegations are made against a member of staff, the Head of Service will carry out an investigation and report back to parents within 24 hours. If necessary the Head of service will report the incident to Ofsted and LSCB within 24 hours. If a parent is dissatisfied with the Head of Service's findings the incident will be reported to Ofsted for an independent investigation.

Children will only be allowed to leave with their named supervisor, i.e. the person who dropped them off or a named replacement. Staff will be mindful to release children only to an adult who is fit to supervise a child in an appropriate manner. If staff feel the child is at risk through drink, drugs or any other substance abuse they will refuse access to the child and contact the relevant authority.

If you would like more information on The Local Safeguarding Children Board, in Cheshire, please contact **0845 11 333 11**

The Social Services can be contacted via the following numbers:

Chester 01244 603400

Winsford 01270 505100

Macclesfield 01625 534700

After 5-00pm the Emergency Duty Team can be contacted on 01606 766111

Standard 14 Documentation

Records will be kept in line with the Regulations.

These will include:

Personal details of all children looked after in the centre and details of parents/carers.

Daily records of attendance by children, staff and visitors)

Details of all staff,

Details of all incidents and accidents,

Details of medicines administered,

Records will be shared with parents unless this would put the child's welfare at risk.

Records will be kept confidential and will be retained for 3 years after their last date of attendance.

Records will be available to OFSTED at any time.

OFSTED will be informed in the event of:

Any changes of address of any managers or officers,

Changes in premises or operation of the centre,

Infectious disease, serious injury or death at the centre,

Allegations of harm or abuse,

Any other significant event,

Parents will be asked to countersign records of incident or accident.

Parents will be able to inspect a copy of the most recent inspection document.