



MARLCLIFFE PRIMARY SCHOOL

Dragon's Den

Breakfast and After-School Club Procedures

Dragon's Den Safety and Security

When parents leave their children in our care our primary concern is that they are safe and cared for.

To ensure this all staff working at Dragon's Den:

- will highlight the importance of remaining safe and not leaving the premises, nor going past agreed geographical boundaries during the session. The children will not be able to leave the club unsupervised.
- All staff will wear identity badges. ~~Volunteers and other visitors will be issued with visitor badges. There will be a record of visitors. Visitors will not be left unsupervised with children. (No visitors at present due to Covid)~~
- Children will be supervised at all times during activities with the appropriate staff ratio provisions (15:1 for under 8s; 30:1 for 8s and over). Specific staff will be allocated to specific groups of children or activities. The staffing will include enough staff so groups of children can be split into KS1 and KS2 when numbers are high. *(Due to Covid, from 2021 Children are split into smaller groups with their own playworker to reduce the risk of transmission.)*

Arrivals and Departures

- An accurate record of all children at the after school club will be kept. Any arrival or departure from the club will be recorded in the register. The register will be kept by the coordinator, who will be contactable at all times. This process will be supplemented by regular head counts during the session.
- Records of registers will be kept for at least one year.
- Parents must book in advance for breakfast or after-school care. Due to high demand we can only take late bookings in an emergency. Late bookings are made after the register has been taken down, the office will phone the club mobile (which must be charged and available for all sessions). The child must be added immediately to the register so they can be collected from their class. This is in addition to the paper record of a late booking.
- When children arrive at the dining or annex hall their arrival will be immediately recorded on the register. *KS1/Foundation stage children will be taken by class teachers after they have seen their class through the gate and escorted to the dining hall.* If any extra children arrive the school office will be contacted to see if they have been a late booking.
- As the door to the annex will be locked, parents will need to ring the bell when they arrive to collect their child. Parents should be warmly greeted when they arrive to collect their child; it is important that we foster positive relationships with

the children and their parents. If the child is to be collected by someone other than the parent/carer, the coordinator will hold this information. In the event that someone else should arrive to collect a child, without prior knowledge, the club will telephone the parent/carer immediately to check this arrangement. If the designated adult is late in picking up their child without prior warning staff will try to contact parents.

- Upon departure the register will be marked to show that the child has left the premises. ~~Staff will remind parents to make sure the door clicks shut when they leave the building but will also keep checking to make sure the door is locked.~~ *(The member of staff who is the runner will bring children to the door to be collected by their parent and will ensure the door is closed)*

Uncollected Children

If, for some reason a child who was supposed to be collected, is uncollected at the end of Dragon's Den day, the following procedure will be activated:

- If a parent, carer or designated adult is more than 15 minutes late the coordinator will call the parent, carer or designated adult and use any other emergency contacts available to try to ascertain the cause of the delay and how long it is likely to last. Messages will be left on any answer phone requesting a prompt reply.
- The school office/SLT will be informed.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them support and reassurance.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the coordinator will call the local social services department for advice. Hub: 0114 273 4855
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the coordinator will attempt to leave a further telephone message with the parent, carer or designated adult's answer phone. Furthermore, a note will be left on a door at Dragon's Den informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the premises unless absolutely necessary.
- The child will remain in the care of Dragon's Den staff unless they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be reported to the coordinator and discussed with parents at the earliest opportunity. Parents will be informed that persistent late collection may result in the loss of their child's place at the club. Parents will be charged a late fee of £10 per 15 minutes to cover staffing costs if they arrive after 5:45pm.

Missing children

Members of staff will undertake periodic head counts, especially between sessions. If for any reason a member of staff cannot account for a child's whereabouts, the following procedure will be activated:

- The coordinators and all staff will be informed.
- A thorough search of the premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that other children remain safe and adequately supervised.
- The coordinators will organise a search in the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour of persons in and around the club
- SLT/school office will be informed that a child is missing so they can support the search.
- If after 15 minutes the child is still missing, a coordinator will inform the police and then the child's parent/carer
- While waiting for the police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children.
- The coordinator will meet the police and parent/carer. The coordinator will coordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers
- Once the incident is resolved, procedures will be reviewed
- Such incidents would be recorded

Health, Illness and Emergency

Dragon's Den is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise.

First Aid

At least one member of staff will have an up to date Paediatric First Aid certificate. There will be a designated person with an up to date first aid certificate who is in charge of first aid and accidents. This member of staff will have access to a First Aid box at all times and will ensure that this is properly equipped. They will also be responsible for record keeping in this area. The designated member of staff will administer basic first aid when necessary and appropriate, as may other staff with up to date first aid certificates.

The location of First Aid boxes, the name of the designated person and the names of other staff with current first aid certificates will be displayed around the premises.

The accident book will be completed for any accident. Parents will be informed of any accident and asked to sign the accident book. It is important for parents to sign the accident record to ensure that a parent or guardian is aware that their child has

had an accident and in case a parent needs to observe their child for, e.g. possible concussion.

In the event of a major accident, incident or illness

Parents/carers have signed the registration form and therefore given permission for medical advice to be sought and medical treatment to be carried out if necessary. In the event of such an event, the following procedures will apply:

- The first aider will be notified and take responsibility for deciding the appropriate course of action.
- The first aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital. A member of the SLT will also be informed/consulted.

Other health matters

- On the registration form parents will be asked to provide medical information about their child, including information about medical conditions, essential medication, diet, allergies (including food), learning difficulties, mobility, disability, allergy to medication. It is the parent or guardian's responsibility to ensure that this information is up to date. The parent/guardian will also be asked to sign the registration form to show that they have read and understood information given about medication and first aid.
- If a child needs essential medication during the times she/he is attending Dragon's Den, a consent form must be completed by the parent or guardian, enabling the designated member of staff to administer medication in accordance with written instructions. Medicines will be stored in a locked cupboard until it is time for it to be given. Written records are kept of all medicines administered to children and parents sign the record book to acknowledge the entry. Parents can return to the club to administer medication themselves. This must be discussed with Dragon's Den staff. Under no circumstances will non-essential medication be administered by Dragon's Den staff. Parents are asked not to let unwell children attend the club.
- *If a child presents with Covid symptoms (high temperature, continuous cough, changes to sense of taste and smell) they will be socially distanced from other children with an adult and parents called and asked to collect them and take them for a PCR test.*
- **Food Safety**
Staff who prepare food have relevant food hygiene qualifications. Clean uniforms will be put on upon arrival at work by staff preparing/serving food. Areas will be cleaned in line with guidance/training, checks recorded. Food served will follow

the guidelines for health. All food served is checked for ingredients so that any possible allergens can be identified to ensure the safety of any children who attend who might have allergies. All staff to be made aware of these children from the information on registration forms. Parents can be given a list of ingredients for all snacks/meals. (Revised in line with new guidance Feb. 2015)

Fire Safety

- There is a fire procedure for emergency evacuation of the building, known to all staff and children. A fire drill will be carried out termly in the club. Fire doors will not be obstructed and fire exits are clearly identifiable and easily opened from the inside. Adequate fire detection and control equipment are readily available. The coordinator will explain the fire safety procedures to volunteers and new children.

In the event of a fire

- A member of staff will raise the alarm immediately and the emergency services will be called at the earliest opportunity.
- All children will be immediately escorted out of the building to the assembly point on the playground. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The coordinator will collect the register and check the building, providing this does not put anyone at risk. On exiting the building, staff will close all accessible doors and windows to prevent the spread of fire.
- The register will be taken and all children and staff accounted for. If any person is missing, the emergency services will be informed immediately.

Reviewed July 2021 with Covid changes

A. Mann