

Schools' Out!

Procedure document: Fire Safety in Kirk House

In the case of a fire, the following routine shall be followed.

Upon the discovery of a fire, the alarm should be sounded, the children escorted from the building by the nearest available fire exit in accordance with the displayed exit plans.

Do not stop to collect clothing, jackets, bags, etc.

Staff shall check the toilet areas, kitchen and side rooms and ensuring all children and staff have exited the building. Assemble in the designated assembly area provided it is safe to do so.

The deputy or duty manager shall have brought with them the register, information files and the mobile phone.

The register shall be taken ensuring that all children and staff are accounted for.

The Fire and Rescue Service shall be called automatically upon the activation of the alarm system.

If this is a fire drill, then the return to the building will be advised by the Deputy or Duty manager.

In the event of a real fire, return to the building (if safe) will only be given by the senior Fire Officer in attendance.

13

Schools' Out!

Policy document: Health and safety

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for all our employees, and to provide such information and training as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be effected by our activities.

The allocation of duties for safety matters and the particular arrangement which we make to implement the policy are set below:

The policy shall be kept up to date, particularly as the group changes in nature, size and location. To ensure this,

the policy and the way in which it is operated shall be reviewed each year, or sooner if deemed necessary.

Responsibilities: John Wilson is the lead practitioner and has overall and final responsibility for the Health and Safety of the Group and for this policy being carried out at the Pavilion, Kirk House and the Scout Hall, all in Netherlee.

Accidents: For First Aid the appointed first aider shall be displayed on the notice board in each venue. Further assistance can be requested from any member of staff who has received first aid training.

11

Schools' Out!

*Policy document: Health and safety,
cont.*

First Aid boxes are located in the kitchen of each venue.

The appointed person responsible for the upkeep of the first aid box is Sheena Wilson. All accidents must be

recorded on an accident form which can be found at each venue.

All accident records will be kept permanently in the group archives.

Housekeeping and premises: Table top surfaces shall be cleaned prior to and after use, floors vacuumed, swept or mopped as required. Waste shall be disposed of either in bins provided or down toilet (as appropriate).

All equipment shall be safely stacked/stored in the appropriate cupboards and children shall not have access to these storage areas. Chairs shall not be stores more than ten high and shall face a wall.

Equipment (including electrical equipment) shall be monitored during term times for cleanliness and wear and tear and shall be cleaned or repaired/replaced as required.

All equipment shall be checked thoroughly at the end of term.

All soft toys/pillows/cushions shall be laundered for the start of each term or more frequently if required.

*Procedure document: Fire Safety in
the Pavilion*

*In the case of a fire, the following routine
shall be followed.*

*Upon the discovery of a fire, the alarm should be
sounded, the children escorted from the building by the
nearest available fire exit in accordance with the
displayed exit plans.*

Do not stop to collect clothing, jackets, bags, etc.

*Staff shall check the toilet areas, kitchen and side rooms
and ensuring all children and staff have exited the*

*building assemble in the designated assembly area provided
it is safe to do so.*

*The deputy or duty manager shall have brought with them
the register, information files and the mobile phone.*

*The register shall be taken ensuring that all children and
staff are accounted for.*

*The Fire and Rescue Service shall be called
automatically upon the activation of the alarm system.*

*If this is a fire drill, then the return to the building will
be advised by the Deputy or Duty manager.*

In the event of a real fire, return to the building (if safe) will only be given by the senior Fire Officer in attendance.

12

Schools' Out!

*Procedure document: Fire Safety in
the Scout Hall*

In the case of a fire, the following routine shall be followed.

Upon the discovery of a fire, the alarm should be sounded, the children escorted from the building by the nearest available fire exit in accordance with the displayed exit plans.

Do not stop to collect clothing, jackets, bags, etc.

Staff shall check the toilet areas, kitchen and side rooms and ensuring all children and staff have exited the building assemble in the designated assembly area provided it is safe to do so.

The deputy or duty manager shall have brought with them the register, information files and the mobile phone.

The register shall be taken ensuring that all children and staff are accounted for.

The Fire and Rescue Service shall be called automatically upon the activation of the alarm system.

If this is a fire drill, then the return to the building will be advised by the Deputy or Duty manager.

In the event of a real fire, return to the building (if safe) will only be given by the senior Fire Officer in attendance.

11

Schools' Out!

Policy document: Infection Control

Users of Schools' Out! can be confident that the club has in place safeguards against the spread of infection. This will be achieved by the following:

Maintaining good infection control practices within the club.

Encouraging hand washing by both the children and the staff especially prior to commencement of daily activities and after toileting, coughing, sneezing and blowing/wiping their nose.

Ensuring that the play environment is kept clean, disinfected and well maintained.

Any staff suffering from infectious diseases shall notify Sheena Wilson prior to attending work.

Ensuring that parents/carers are aware of their responsibility to inform staff of any infectious disease or condition that their child(ren) may have.

Staff shall be encouraged to attend food handling and first aid courses.

The club shall follow the Greater Glasgow NHS Guide to Infection Control.

Policy document: Partnership with Parents

Schools' Out! values and encourages the involvement of parents / carers in the ongoing life of the club.

We will promote this by:

Providing information on our Aims and Objectives, Policies and Procedures and by encouraging pre admission visits.

Ensuring that staff have a clear understanding of their roles and responsibilities in protecting the children in their care from harm, abuse, bullying and neglect.

Ensuring that staff work effectively with parents / carers to support each child's individual needs and by regularly sharing information with parents / carers about their children.

Creating an environment where mutual respect, trust and open communication are promoted and in which both parents / carers and children can feel comfortable emotionally and physically.

Working with parents / carers to promote positive behaviour and to deal with difficult behaviour and by

staff valuing and taking account of parent's views and treating parents equally and fairly.

Ensuring that parents / carers can complain without fear of victimisation and by facilitating meetings in private with staff when requested.

By maintaining information confidentially while providing access to the records of your own child.

17

Schools' Out!

Procedure document: Emergency

Procedure

Schools' Out! has procedures in place which, should an event arise, calling for an immediate response to minimise risk of adverse effects on children, staff or visitor to Schools' Out! be implemented.

The emergencies can be categorised as:

Civil: fire, gas leak, water leak, chemical spill

Natural: death, storm, flooding, lightning strike

Criminal: bomb threat, civil disorder, hostage or terrorist threat

Medical: physical, injury or trauma

In the event of an emergency within the building, evacuation would take place in line with the fire safety policy if this were deemed necessary by the Deputy Manager. In the event of a medical emergency the designated first aid attendants would assist those injured whilst remaining staff would telephone for the emergency services and ensure that non injured children/staff were removed from the scene as quickly and safely as possible. Should it not be possible to re enter the building at a later stage the children shall be taken to an alternative venue and their parents notified by phone of such action as soon as is practicably possible.

Should there be a physical threat from out with the building and it be considered safe to keep the children and staff inside, the door should be kept closed and locked if necessary whilst the emergency services were summoned by telephone.

10

Schools' Out!

Policy document: Equal Opportunities

Equal opportunities does not mean treating everyone the same, it means equality of opportunity for parents | carers, children and staff.

Advertising: We will try to ensure that everyone in our community knows where we meet. This shall be done by word of mouth, registration with the Local Authority and Care Commission, leaflets in local venues, by sponsorship of local school related events, by e-mail and through our website.

Admissions: This club is open to every family in the community. Information given to us by the parents shall be

taken into consideration and places allocated after the needs of the children have been assessed.

Employment: The club will appoint the person who they consider best suited to do the job and will treat fairly all applicants. No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion, belief or lack of academic qualification. Commitment to implementing the groups equal opportunity Policy shall form part of the job description for all workers.

Children attending the club. All children will be treated with respect and their individuality and potential recognised, valued and nurtured. Activities and the use of

play equipment will allow children to develop in an environment free from prejudice and discrimination. Opportunities shall be given for children to explore, acknowledge and value similarities and differences between themselves and others. This shall be achieved by not emphasising cultural differences but by treating all children equally.

9

Schools' Out!

Policy document: Positive Behaviour

Schools' Out! aims to promote positive behaviour by treating everyone connected with the club with dignity, respect, equality and fairness at all times: By creating a safe and secure environment free from bullying, harassment and discrimination: By ensuring that users are free from exploitation and abuse. We will achieve this by:

Valuing each child as an individual.

Ensuring that staff interaction with the children builds confidence, encourages learning new skills and values the contribution of children.

Working with parents / carers to promote positive behaviour and deal with difficult behaviour in an appropriate manner.

Encouraging the participation of children in the life and work of the club.

Ensuring that staff are trained to recognise harm, abuse, neglect, bullying and discrimination and that they actively challenge and respond to such behaviour.

Encouraging children to take responsibility for their own behaviour and the effect it has on the other children in the group and the group as a whole.

Having a Child Protection Policy

Having a Code of Behaviour that is consistently applied.

Having a safe environment that meets all relevant legislation and by carrying out regular risk assessment.

Having a no smoking environment.