

Out of Hours Clubs Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

POLICY NAME: Out of Hours Clubs Policy

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Document date	Filename	Mtg submitted	Summary of changes required
01-09-12			New policy

Introduction

Shining stars Nursery operates a Breakfast Club, Lunch Club, After School Club and Holiday Club.

Parents are made aware of the availability of the clubs on their induction.

All of the setting's policies and procedures apply to all of the clubs that run outside of the normal Nursery session times.

COLLECTION OF CHILDREN FROM OTHER PROVIDERS

At Shining Stars we provide a collection service from other providers within the local area. The following criteria must be adhered to in order for these collections to take place:

- At least one member of staff involved in the collection of children from other providers must be qualified to a minimum of level 3.
- At least two adults will always be involved when collecting or releasing children to other providers.
- Staff involved in this collection service will be issued with a mobile phone and/or radio to be used in the event of an emergency.
- A fee will be charged for the collection of children from other providers.
- To provide continuity of care we endeavour to allocate familiar staff for all collections.

Prior to children being collected from other providers in the locality, the following must apply:

- Labelled photo identification of the staff members collecting the child/children will be sent to all the providers.
- A registration form will be completed prior to the collection of any children.

- Risk assessments will be undertaken prior to the collection of any children from other providers.
- Children and staff members must wear high visibility jackets when travelling to and from other providers.