

HERTSMERE BOROUGH COUNCIL (PLAY)

Policies & Procedures (UPDATED)

Important Information for Parents/Guardians

BOOKINGS ARE NOT TRANSFERABLE.

Children MUST have had their *fifth* birthday before attending the playscheme. Hertsmere cannot be held responsible for any children (over the age of 8 years) who decide to leave of their own accord.

LUNCH BOXES

Hertsmere is unable to provide refrigerated storage area for packed lunches. (please see leaflet available on the website)

VALUABLES/ CLOTHING

Hertsmere will not be held responsible for children's belongings. We advise children with pocket money to carry it with them at all times. Children must wear hats and be suitably covered at all times when outside during the summer schemes/clubs. Parents are advised that all children participating will be using paints and glue etc. We therefore suggest that you send them in old clothing.

BEHAVIOUR POLICY

The following behaviour has been deemed unacceptable: Violence of any kind; bullying; verbal abuse i.e. racist sexual comments; disruptive behaviour and shouting; action which may endanger self or others; misuse of equipment; and damage to others' work, property /theft.

Children will be told the 'rules' of each scheme at the start of the day. Failure to do so may result in the child being asked to sit out for a 'cooling off period'. Hertsmere has the right to exclude from the playscheme, any child not behaving in an acceptable manner. In this event no refund will be given.

ALL STAFF

HAVE BEEN GIVEN BASIC TRAINING IN CHILD BEHAVIOURAL MANAGEMENT AND CHILD PROTECTION AWARENESS.

SIGNING IN AND OUT OF CHILDREN

All children will be registered upon arrival, at lunch and upon departure.

You are advised not to drop your child off in the car park or entrance at each venue. Please ensure that you accompany your child into the playscheme, you will be asked to sign your child in, and on collection, sign your child out.

Please check that the emergency numbers we have are correct for that day.

Parents/guardians should inform the Play Leader in writing if anyone else other than those stated on the forms, will be collecting your child, and provide a **password**.

Written consent is required if children are to walk home alone, applicable to over 8's only. (special circumstances only)

COLLECTION OF CHILDREN

Please inform the Play Leader on a daily basis if anyone other than the parent/guardian will be collecting the child/ children and provide a **password**.

Please collect children **promptly at 3.30pm**. If a child, or children, is not collected by 3.45 pm without prior arrangement with the Play Leader, social services will be notified. (Hertsmere Borough Council corporate & Community Services, main office Telephone number is 020 8207 7801)

SPEAK TO US:

Please tell your child to speak to a Playscheme Leader or Assistant if they encounter any problems at the Play schemes – we are here to help.

COMMENTS, QUESTIONS AND FURTHER INFORMATION: If you have any comments, suggestions or enquiries, please contact the Manager of these Schemes: Sara Younger, Hertsmere Borough Council's Play development manager on 020 8207 7801.

Advice for Parents/Guardians Outdoor Activities

Our schemes will include activities out of doors. These days we are becoming more and more aware of the harm that may be caused by extended exposure to sunlight. As a consequence of this, the following guidelines have been given to us by Hertsmer Borough Council's "Environmental Health Department", During spring/summer schemes:

1. Please ensure that your child comes to the playscheme with a hat.
2. Children should also come to the playscheme with either clothing to cover their arms and legs that they can wear when playing outside.
3. If a child is not covered and therefore needs to wear sun cream they will be required to apply themselves. The sun cream should be labelled with their name.
4. For your child's safety, should our staff feel that their sun cream has not been applied effectively this will be re-applied by a qualified first-aider in the company of another member of staff.
5. Please ensure your child wears suitable clothing and footwear for the scheme. We do not permit open toed sandals, flip flops or wheeled trainers for health and safety reasons.

**** Please do not forget to bring packed lunches and a large drink ****

Unfortunately we do not have the facility to refrigerate lunch boxes. Therefore, may we ask that items such as chicken, ham and eggs are not included in your child's lunch.

Due to the high number of allergies please ensure that you **DO NOT** include nuts in your child's lunches. (This includes peanut butter, hazelnut chocolate bars etc)

A good way of keeping lunch boxes fresh is by putting a frozen carton of drink in the box, which helps to keep items cool whilst it defrosts.

Hertsmer Borough Council and their staff comply with local child protection procedures. Our schemes are registered and inspected through Ofsted on an annual basis, and Have just received the Hertfordshire quality standard.

Thank you for your co-operation

If you have any further questions or queries regarding the above, please do not hesitate to contact Hertsmer Borough Council's Play Development Manager Sara Younger on 020 8207 7568.