



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Organisation Policy

Barnfields Extra understands that to be effective the staff must have the appropriate experience and qualifications. The staff should have opportunities to further these qualifications to enable them to develop their skills sufficiently to meet children's individual needs. Barnfields Extra staff are deployed effectively to ensure the safety, welfare and development of the children. There is an assistant manager with suitable experience and qualifications to be able to take charge in the absence of the manager.

Required staffing levels will be maintained at all times.

On entering Barnfields Extra a register of both children and staff will be taken – recording both the time of arrival and departure.

Use of Equipment and Resources

Barnfields Extra will provide adequate resources and have, where appropriate, accessible storage of equipment that is clearly labelled and obtainable by children.

Staffing

Staffing ratios of 1:8 will be maintained at all times. There will be at least one member of staff who is level 3 and 50% of the remaining staff will be level 2 .

Management of Staff

A brief induction will be held for all staff and students who will be part of Barnfields Extra. This will include a tour of the premises and information on the daily routine of the club. Policies will be given to the staff which they will be expected to read and note – highlighting the importance of child protection, fire procedures and confidentiality. Each person will be asked to sign a declaration stating that they have read and understood Barnfields Extra's policies.

Barnfields Extra meetings will be held once a month and will include the manager, assistant manager and any other relevant members of staff. Minutes will be taken at each meeting and kept on the premises. Informal meetings may be held when necessary.