123 AFTER SCHOOL CLUB

<u>POLICIES AND PROCEDURES</u>

Absence of the Manager
Accidents -prevention, reporting, recording and notification
Additional Needs
Allegations against staff
CCTV
Complaints
Confidentiality
Consent
Data Protection
Equality
First Aid
Infection Prevention and Control - including the exclusion of children who are infectious or ill
intimate/personal Care
Maintenance and Replacement of Plat Equipment
Managing Aggression and Challenging Behaviour including Bullying
Management of Emergencies
Management of medicines
Management of Records
Management of Risks Associated with the Care of Individual Service Users
Menu Planning
Mobile Phones
Parents' Access to Records
Participation
Photography and Videography
Play
Provision of Food and Drink
Reporting Adverse and Untoward Incidents
Safeguarding and Child Protection
Security of the Setting
Smoking