

ALL OUR CHILDREN
RECEIVE FREE HEALTHY SNACKS



PROSPECTUS

What Our Children Say:

My favourite snack is beans on toast.
Joshua , Aged 9

I really like maltloaf.
Ollie, Aged 5

I love the fruit and yoghurt.
Jacob, Aged 5



WELCOME TO FUNTASIA KIDS CLUBS

Funtasia have been running Before and After school clubs for almost 20 years. I have myself, now the managing Director, have been at Funtasia since it was established in 1996. I am very passionate and proud of Funtasia I cascade my passion and values through the company, I believe the starting point for all achievement is passion, drive and desire.

My vision is to provide an excellent service for the children and their families that makes a positive difference to their lives. I am dedicated and focused on making this happen.

A fundamental aspect of Funtasia's mission statement is that we never forget why we look after children, Because we enjoy it!

'It's about having fun, enjoying the job, and being professional, Not being complacent but aspiring continually to improve and be the best we can!

The team and myself are constantly reviewing and reflecting on practices, looking for improvements, areas of weakness and learning from mistakes, having been in the childcare sector for most of my working life I have seen dramatic changes in working practices, learning outcomes, inspection processes and legalities. During this time the team and myself have continually updated knowledge, skills, qualifications and practices.

However, throughout the changes in childcare, my vision and the philosophy of the setting to provide a provision where every child is considered to be unique and where they feel safe and secure, whilst becoming confident, self motivated, independent learners through their play. It is our mission to deliver outstanding care and learning opportunities to every individual child.

A vital aspect of our planning is to ensure that all children have fun, that opportunities are balanced well between child and adult led stimulating activities. Creatively finding new ways to make a positive difference to the children within our care.

I Look forward to welcoming you to Funtasia and feel privileged that you have chosen our childcare for your children.

K Pickering

Karen Pickering
Managing Director



What Our Staff Say:

Funtasia is a great place to work, I could not imagine being happier anywhere else. The children are an absolute joy. I love getting to know them all individually, they constantly make me laugh with their tall tales that they love to share. I'm excited when new children join us to watch how they learn and develop as they grow. I consider myself very lucky to be doing a job that I truly enjoy and is extremely rewarding.

Heather Williams
Playworker

A BIT ABOUT US

Funtasia kids club was one of the first out of school clubs to be opened in Tameside, during that time we have grown and developed into one of the leading childcare providers in Tameside.

We are proud of our current 5 before and After school childcare provisions. Each setting is registered and governed by Ofsted, registered to provide childcare for children aged 3 years to 14 years of age.

Our settings are based at:

- **Yew Tree primary school** - 40 places
- **St Johns C OF E School** - 22 places
- **St Paul's primary school** - St Paul's Centre Stalybridge, 50 places
- **St Raphaels RC School** Stalybridge - based at St Raphaels hall, 40 places
- **Micklehurst All Saints** - Mossley, 40 places
- **Holiday club** open to all children during the school holidays; this is based at St Raphaels, 40 places.

Parents can be confident that their children are well cared for in a safe and stimulating, well planned environment.

Our team are well trained, experienced and caring. We never forget the scale of our responsibility to the children, parents, staff and other professionals who form our community. We highly value working in partnership as the key to children achieving their potential.

We understand the importance of working in partnerships with schools, parents and other professionals, secure systems are in place to ensure that we work together to support children and their families.

Parents rest assured that information sharing and working in partnership is an integral part of each setting. Ensuring we have good strong links with the schools we provide childcare for is an ethos that is embedded into our practice.

It is our value that the setting is the child's environment! Therefore at Funtasia we are active in children directing their club, trained staff support their involvement, which gives them a sense of ownership of their club.

A vital aspect of our planning is to ensure that the children have fun, that activities are balanced with child and adult led activities, we ensure that these are highly stimulating by using the children's ideas and interests, we do this by holding children's meetings, children's questionnaires and suggestion boxes. We encourage children to participate and they have great fun helping to organise their environment.

Our aim is to provide the best choice of out of school activities available, offering opportunities to support every area of learning, opportunities for relaxing and having fun. We have the 'key person system' firmly embedded in our practice; this enhances children's self-esteem and is seen in the attachments which children form at the setting.

we understand that every child is unique, therefore we plan different activities and experiences at varying levels to be achievable to meet the needs of each individual child.

We offer you as parents various methods in which you communicate with us, and be kept up to date with anything new. Parents are able to phone and email or to get in touch with us through our website. The website we have set up allows you as parents the facility to book childcare online.



What Our Children Say:

I love the baking we do at kids club and the creativeness the staff put into the activities.

Isabelle
Aged 11

I like it when we do baking activities. The staff are really nice and help you when you need it, the toys and games are really good fun. At kids club I think you can say that we are all friends.

Emily
Aged 11

The staff at kids club get more toys out if we want more. We have different kinds of things for snacks all the time. The staff are kind.

Matthew
Aged 8

OUR TEAM

We believe that it's important to create a supportive atmosphere, where staff are encouraged to develop their career with continuous training and development programmes available. Staff are all trained or working towards a National recognised childcare accreditation.

We ensure we always more qualified team members on site than the Ofsted requirement. Our ratios of 1-8 exceeds Ofsted requirement of 1-10.

SETTING DETAILS

Managing Director

Karen Pickering

NNEB, Diploma in childcare & NVQ Level 3 play work
Telephone: 0161 250 5051 (option 1)
karen@funtasiakidsclubs.co.uk
Correspondence Address: Office 3, Denham House,
Grosvenor Street, Stalybridge, SK15 2JP

Pre-School:

Telephone: 0161 250 5051 (option 8)
pre-school@funtasiakidsclubs.co.uk
Address: St Pauls Centre
Huddersfield Road, Stalybridge, SK15 2PT

Yew tree setting:

Telephone: 0161 250 5051 (option 4)
yewtree@funtasiakidsclubs.co.uk
Address: Yew tree primary school
Yew Tree Lane, Dukinfield, SK16 5BJ

St Johns setting:

Telephone: 0161 250 5051 (option 5)
stjohns@funtasiakidsclubs.co.uk
Address: St Johns C of E School
Westmorland Avenue, Dukinfield, SK16 5JA

St Pauls Setting:

Telephone: 0161 250 5051 (option 2)
stpauls@funtasiakidsclubs.co.uk
Address: St Pauls Centre
Huddersfield Road, Stalybridge, SK15 2PT

St Raphaels setting:

Telephone: 0161 250 5051 (option 3)
straphaels@funtasiakidsclubs.co.uk
Address: St Raphaels Catholic primary school
Stalybridge, SK15 3JL

In addition staff are trained in safeguarding, health and safety, Paediatric First Aid, food Hygiene and regularly attend and complete short courses for both self and provision development. All employees have a DBS suitability check and references are sought through our rigorous recruitment procedure.

Micklehurst All Saints setting:

Telephone: 0161 250 5051 (option 7)
micklehurst@funtasiakidsclubs.co.uk
Address: Micklehurst All Saints primary school
The Rowans, Mossley OL5 9DR

OPENING LATE 2016

St John Fisher setting

Telephone: 0161 250 5051 (option 10)
stjohnfisher@funtasiakidsclubs.co.uk
Address: St John Fisher RC School, Manor Road,
Haughton Green, Denton, Manchester M34 7SW

OPENING LATE 2016

Our Lady of Mount Carmel RC School setting

Telephone: 0161 250 5051 (option 11)
ourlady@funtasiakidsclubs.co.uk
Address: Our Lady of Mount Carmel RC School
Holden Street, Ashton-under-Lyne OL6 9JJ

Holiday Club:

Telephone: 0161 250 5051 (option 6)
holidayclub@funtasiakidsclubs.co.uk
Address: St Raphaels Catholic primary school
Stalybridge, SK15 3JL

Club Opening Times

Before School	7.30am – 9.00am
<i>(If your child requires breakfast, they MUST arrive by 8.15am)</i>	
After School	3.00pm – 6.00pm
School Holidays	7.30– 6.00pm

What Our Parents Say:

I would recommend Funtasia kids club to any parent or care-giver wanting to find an excellent childcare service provision. In my case my young son is picked up by Funtasia staff from his school five days a week. He has gently settled in and is involved in an array of activities offered to the children.

Children from various schools attend Funtasia Kids club, I feel this has been beneficial in extending my sons circle of friends.

Whilst under the roof of Funtasia, I honestly feel my son is safe and sound in this friendly child centred environment, where Funtasia staff put safety first and always with a smile!

Mark Wilson
Parent

Amy really loves Funtasia kids club, she enjoys all the different activities on offer. She loves mixing with all the other children in different year groups and I feel happy that she is well looked after and cared for.

Thank you for all the hard work that goes into planning and preparing the activities.

Amy's Mum

EARLY YEARS FRAMEWORK

If your child is in nursery or reception class, your child will be learning and developing through the Early Years Framework, your child will be allocated a key person who is responsible for building up a close, trusting relationship with you and your child, your child's key person will undertake activities with them, observing their play and development and recording information in "my first year at Funtasia file" A learning journey for us all to share your Childs achievements.

The responsibility of the Key Person is as:

- To build a relationship with the child to enable the child to feel safe and secure in the environment.
- To know the interests and stage of development of their key children.
- Monitoring the Emotional, Intellectual and Physical development of the key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/guardians and are used to support the individual planning for the child, 'what comes next?'
- Observations recorded in children's Learning Journals include WOW moments (something that has happened for the first time), specific dialogue, the child's interests and anything that is significant to the child's learning and development.
- To work closely in partnership with the parents/guardians. Observations and assessments are paramount to the well-being and development of the child.
- To support the child and family with their transition from school to Funtasia.

The playworkers at Funtasia teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoor and outside.



OUR POLICIES

What Our Parents Say:

I have had the pleasure in my daughter attending Funtasia Kids Club since September 2008. My daughter is now in her final year at Primary school and I truly believe that Funtasia Kids Club has helped develop my daughter into a sociable well behaved young lady.

Being a full time working mum, I have never struggled with childcare because I have had the luxury of Funtasia Kids Club. I have never been worried about my daughter being at Funtasia during the school holidays or before & after school club; I know that she is very well cared for and all of the staff are willing to go the extra mile for you.

I know wholeheartedly that my daughter is safe, secure, well fed and has a jam packed schedule at Funtasia Kids Club and I have no hesitations in recommending Funtasia Kids Club to any parent or carer.

Holly Hulston
Parent

BOOKING PROCEDURES

Termly booking forms are compiled, these are available at each setting, alternatively you can book your Child's place using our online service. Places must be pre booked in advance to allow each setting to arrange staff and numbers of children attending. Holiday childcare can be booked online or by visiting any Funtasia setting. All children must have an up to date registration form prior to attending any session.

FEES

Fees must be paid weekly in advance. They must be paid whether your child attends or not.

Our preferred method of payment is via online banking on a weekly basis into Funtasia's bank account, which is: (please reference with your child's name).

Funtasia kids clubs Ltd
Sort code 09-01-28
Account number 65916084

Cash, or cheque at the Managers discretion can also make payments. If you do not pay your child's fees in full each week, there will be a £5 extra charge added for EACH week there is an outstanding balance owed.

All sessions booked must be paid for, regardless of whether or not your child attends. All cancellations must be notified to staff as soon as possible to ensure your child is safe and accounted for, fees are still payable.

If you work different shifts please let us know as far in advance as possible to ensure that we have places available for your child.

If you are continually late making your payments we may refuse to accept your child at the club.

If you are more than 15 minutes late collecting your child you will be charged a fee of £5 for every 15 minutes thereafter, as we must keep a minimum of 2 members of staff on the premises.

VOUCHER SCHEMES

Funtasia Kids clubs accept Vouchers from several voucher schemes. Please speak to a member of staff for details.

UNPLANNED CLOSURE OF ANY FUNTASIA SETTING

Funtasia Kids clubs Ltd reserves the right to close any setting at short notice in the event of extreme severe weather conditions, flood, fire or any other critical incidents which affects the successful running of any setting or has an impact on the health and safety of children and staff. Funtasia Kids clubs will keep parents/guardians updated via the website www.funtasiakidsclubs.co.uk In the event of a school closure that does not affect Funtasia, we will still provide childcare as the setting will still be operational, childcare fees will be due as standard.

School closures affect settings based on site; therefore it is highly likely a school closure would affect the operation of Funtasia.

MAINTAINING STANDARDS

Funtasia Kids club is a reflective practice and therefore welcomes feedback from parents/guardians. This can be given via the comment books which are placed at every setting, we operate a two stars and a wish scheme, whereas we encourage parents to tell us two things we do well and one wish for the future, however if you prefer verbally to any member of staff, at Key Person meetings or alternatively if you prefer you can email Karen, karen@funtasiakidsclubs.co.uk Questionnaires are sent out to parents/guardians and children annually.

The questionnaires are evaluated, the strengths of the settings are celebrated and maintained, any concerns, issues or areas to be further developed are reflected upon and if found to be necessary, changes will be made with immediate effect, or at the next suitable opportunity.

Manager's meet monthly cascading passion and values through out our family run company, we believe the starting point of all achievement is desire.

Staff meetings are held once a month. The aim of these meeting is to monitor the standards of the Funtasia settings, to reflect upon our policies and procedures, and to discuss any additional staff training which could enhance the provision we provide.

ADMISSION POLICY

All settings are open to all children on a first come, first served basis. Our holiday club is open to all children regardless of which school they attend.

We are however only able to provide a term time delivery/collection service for the following schools –

Stalybridge Site:

- St Pauls C of E Primary
- Wild bank primary
- St Peters R. C.

Millbrook Site:

- St Raphael's Primary
- Buckton Vale Primary
- Millbrook Primary

Dukinfield Yew tree Site:

- Yew Tree Primary
- Broadbent Fold primary

Dukinfield St John's Site:

- St John's primary

Mossley Site:

- Micklehurst All Saints primary

Other children may attend our term-time provisions if places are available and parents accept responsibility for transport arrangements from their child's school.

We reserve a small number of places for emergency use or those parents that work different shifts, however we must have a completed registration form. It is essential that you inform us as soon as possible of any changes to your booked days.

SETTLING IN POLICY

The settling in period is paramount to your child feeling safe and secure in the environment. We want parents/guardians to have confidence in both their child's well being and their role as active partners with the setting.

Each setting at Funtasia allocates a Key Person and a co-person (second key person) to each child and family.

All parents/guardians are encouraged to visit the setting with their child during the weeks before an admission to meet the team and children.

During the visits Funtasia works with the parent/guardian to decide on the best induction plan and to discuss learning and development plans to meet the needs of the individual child. The team will talk through and show you the Early years journey your child will embark on.

All parents/guardians are encouraged to visit at any time; appointments do not need to be made.

You are welcome to telephone the setting as frequently as you like to enquire how your child has settled, 0161 250 5051 and whichever option number related to your Childs setting.

Parents/guardians will always be contacted if their child becomes too distressed during the session.

Flexible admission procedures can be introduced, when appropriate, to meet the individual needs of the child. For example, parents may need to leave their children for brief periods at first, we understand starting a new school and new childcare setting may overwhelm some children, therefore gradually building up to extending days is acceptable.

SAFEGUARDING POLICY

The introduction of this Child Protection Policy should highlight the fact that Funtasia kids clubs Ltd are determined to ensure that all necessary steps are taken to protect from harm, those children and young people who participate in and attend our out of school and holiday clubs.

This policy establishes the club's position, role and responsibilities and clarifies what is expected from everybody involved within the club. It very clearly highlights the importance placed by Funtasia Kids clubs Ltd in the protection of children and young people.

Every child and young person who participates in the activities of the settings should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in this organisation. We recognise however, that child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.

Funtasia recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. It is determined to meet its obligation to ensure that we provide opportunities for children and young people to do so, with the highest possible standard of care.

This policy is written in line with Tameside Safeguarding Children Board (TSCB) Child Protection Procedures-

Funtasia ensure that: -

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial Origin, religious beliefs and/or sexual identity, have the right to protection from Abuse
- All suspicions and allegations of abuse will be taken seriously and responded To swiftly and appropriately
- All staff (paid/unpaid) working in this organisation have a responsibility to Report concerns to (name the person who will be responsible).

KEY PRINCIPLES

Funtasia will take responsibility for:

- Respecting and promoting the rights, wishes and feelings of children and young people
- Recruit, train and supervise all volunteers and staff members to adopt best practice to safeguard and protect children and young people from abuse
- Recruit all employees and volunteers to adopt and abide by the appropriate codes of conduct and the Child Protection Policies and Procedures outlined within this document
- Respond to any allegations appropriately
- Regularly review the policy.
- A child is defined as a person under the age of 18 (The Children Act 1989)
- Promoting Good Practice
- Child abuse, particularly sexual abuse, can arouse strong emotions in Those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

STAFF SAFE WORKING PRACTICE POLICY.

The children Act 2004, through the stay safe outcome of Every Child Matters change for children's programme, place a duty on organisations and individuals to safe guard and promote the well being of children.

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment, which secures the well-being and best outcomes for every child and young person in their care.

It is recognised that this is not always straightforward and sometimes misunderstandings can occur. The behaviour of staff can give rise to allegations being made against them.

Therefore the aim of this policy is to raise awareness of unsafe and inappropriate behaviour, helping staff to monitor their own practice.

If you have a concern about any safeguarding issue you must always report to your senior manager inline with Funtasia's safeguarding policy.

Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions.

Everyone expects high standards of behaviour from adults who work with children. Employees must demonstrate integrity, maturity and good judgement at all times. Confidentiality Sometimes you may have access to high sensitive, private confidential information Employees are expected to treat information they receive about children in a discreet and confidential manner, if Employee is in any doubt about sharing information they must seek advice from their manager.

Power/ position of trust All adults working with children are in positions of trust in relation to the children in their care, employees must never use this position to gain access to information for their own or others advantage.

Employees must never use their position to intimidate, bully, threaten or undermine young children. Employees must always maintain appropriate professional boundaries and avoid behaviour, which might be misinterpreted by others.

DRESS CODE AND APPEARANCE

Employees must always adhere to the code of conduct in relation to work uniform; employees must not dress inappropriate to their role.

Behaviour employees must not behave in a manner, which would lead to anyone questioning their suitability to work with children and act as a role model.

Employees must always adapt high standards of personal conduct in order, understanding that behaviour in your personal lives may impact upon your work with children, therefore employees must follow the professional code of conduct set by Funtasia.

It is important that employees understand that the behaviour and sanctions of their partner or other family members may raise questions in regard to your suitability to work with children.

Communication with children, Employees must not give their personal contact details to children, including their mobile telephone, communication must take place with clear professional boundaries, this includes the wider use of technology such as text messages, emails, digital cameras, videos, websites, social media sites and blogs.

Employees should not request or respond to any personal information that is not part of their professional role.

Social contact Employees working with children should not seek to have social contact with children or their families, unless the reason this contact has been firmly established and agreed with your manager and parents.

Employees must have no secret social contact with children or their parents, always advise managers. Care must be exercised when social contact is made thorough interests outside of work.

Employees need to be aware of situations that may compromise the organisation or your own professional standing. Situation as such must be reported and recorded with your manager.

Employees must be aware that the sending of personal communications, such as birthday or faith cards should always be discussed with your manager.

Home Under no circumstances should an adult working with children visit a child at their home or invite a child into their own home. If an emergency arose, such as a one off, arrangement is required with your manager and clear justification for such arrangement is agreed and recorded with the parents. This ensures that adults working with children are not exposed to unacceptable risks.

Trips and outings Employees must take care when supervising children on trips, where the setting is less formal than the usual workplace. Employees must remain in apposition of trust and ensure their behaviour remains professional at all times. Always ensure that another adult is present on trips and outings and that parents have given consent for the activity.

Photographs it is not appropriate for any employee to take photographs of children for their personal use. Photographs must only be taken with managers consent using company camera and printed by the manager (see photograph policy)

Whistle blowing, Employees have a duty and must report any behaviour by colleagues that raises concern regardless of source.

MEDICATION POLICY AND PROCEDURE

Funtasia Kids clubs staff will treat all medical information as confidential. On the child's admission to the club the parent/carer will be asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital Consultants, allergies, special dietary requirements and any other relevant information. This information should be renewed annually.

RESPONSIBILITIES

The management at Funtasia Kids clubs are responsible for developing, and regularly reviewing its own medication policy and related policies and procedures. A copy of Funtasia medication policy and procedure is available to all staff and parents/carers.

The management is responsible for ensuring that all staff involved in the administration of medication is familiar with the medication policy and procedures and that they receive support and training appropriate for the tasks they undertake. Staff should receive appropriate occupational health advice and know the action to be taken in the event of an incident involving medication, all staff administering medication will hold a valid paediatric first aid certificate.

When we do agree to administer medication during the session parents/carers must provide a written request in the form of the clubs request to give medication form, detailing all appropriate information, it is unfortunate but we cannot administer any medication without this form completed. Once completed this will be kept by the staff member who is to be responsible for administering the medication, you will need to sign when you collect your child to confirm that your child as received their medication. Verbal instructions are not acceptable.

(Medication forms are available at every setting, alternatively they can be downloaded, www.funtasikidsclubs.co.uk

At Funtasia we will only agree to administer prescribed medication.

Medication brought into the club, we can not accept medication without a medication consent form, all medication must be handed over by the parent/carer or collected from school teacher by Funtasia staff after school. To the head teacher or a named member of staff unless your child can carry their own medication e.g. reliever inhaler.

It is the parents/carers responsibility to provide the club with the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- Name of child
- Name of medication
- Strength of medication
- How much to give i.e. dose
- When it should be given
- Length of treatment /stop date, where appropriate
- Any other instructions Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)

NB: The label "To be taken as directed" does not provide sufficient information. Precise information must be supplied.

Liquid medicines must be accompanied by a 5ml medicine spoon or oral syringe.

It is the parents'/carers' responsibility to make sure that medication is replenished when needed. We will work in partnership with parents/carers to ensure that medication is still fit to use, and that equipment and devices are in good working order. Parents/carers must ensure that their child understands their responsibility if they carry their own medication, for example, an inhaler for asthma.

SELF-MANAGEMENT

The age at which children are ready to take care of and be responsible for their own medication varies. Following risk assessment they may either keep medication securely on themselves, or in lockable facilities.

Decisions about the level of supervision required and the custody of medication should be documented and receive parental consent.

The risk assessment should take into account the safety of other children.

STORAGE OF MEDICATION

Medication, when not in use, will be stored in a safe and secure place. This will normally be a locked cupboard or a locked non-portable container in a cool place. The medication must be accessible to the appropriate members of staff at all times. However there are some important exceptions:

All emergency medication must be stored safely but must also be readily accessible at all times, i.e. not locked in a cupboard.

Asthma "reliever" inhalers must be readily available at all times, including prior to and during exercise. Whenever possible children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place

ADMINISTRATION OF MEDICATION

Staff agreeing to administer medication have received training appropriate to the tasks they are asked to perform.

Facilities will be available to enable staff to wash their hands before and after administering medication and to clean any equipment used after use.

Ideally, medication administration should take place in the same room as where the medication is kept. All the necessary paperwork should be assembled and available at the time of administering medication. This will include the written consent and Funtasia medication administration records. Medication will only be administered to one child at a time. Before administering medication the member of staff must check

- The child's identity
- That there is written consent from a parent/carer
- That the medication name and strength and dose instructions match the Details on the consent form

- That the name on the medication label is that of the child being given the Medication
 - That the medication to be given is in date
 - That the child has not already been given the medication
- If there are any concerns about giving a medication to a child, then the member of staff must will not administer the medication but should check with the parent/carer or a health professional, documenting any action taken. Immediately after administering, or supervising the administration of medication, written records are completed and signed and witnessed. If a child refuses to take a medication they will not be forced to do so. Refusal will be documented.

RECORD KEEPING

A parental Medication consent form must be completed each time there is a request for medication to be administered. All relevant information must be supplied including:

- Child's name
- Name, strength and quantity of medication provided
- Clear concise dosage instructions
- Parent/carer signature

Managers take responsibility for the administration of a medication a record these will be filed in the medication file.

Medication forms will include:

the name of the child
the name and strength of the medication dose given
The date and time of administration the person responsible for the administration quantity of medication received, member of staff must witness medication being given and a second signature documented.

Reasons for any non-administration of medication
Non completion of a medication consent form, medication not prescribed, medication not in the correct packaging with the Childs name, dosage, any of the above will be recorded and the parent/carer informed as soon as possible "wasted" doses (e.g. tablet dropped on floor) will also be recorded.

TRIPS AND OUTINGS

If medication is required during a trip it should be carried by the child if this is normal practice e.g. asthma inhalers. If not, then a member of staff who would be responsible for administering the medication, or the parent/carer if present should carry the medication. If a child requires a travel sickness remedy, parents/carers should provide written consent and a suitable medication in its original container.

PAIN RELIEF

Sometimes parents may ask for us to administer pain relief (analgesics) at the. Club, for example paracetamol. Funtasia do not give non-prescribed medication to children. This is because we may not know whether the child has taken a previous dose or whether the medication may interact with other medication being taken.

ACCIDENT PROCEDURE

All Funtasia staff are First Aid qualified and are required to maintain their certificates. All new staff are requested to train within their first working year.

All accidents no matter how minor are recorded in the accident book. Parents/guardians are given a copy of the report, they are asked to sign the report to acknowledge that they are aware of the injury and the treatment their child has received.

The accident report will contain the following information:

- Child's name and address
- Date and time of the accident
- Where the accident happened
- How the accident happened
- Details of the injury
- Treatment received
- The name of the member of staff who administered First aid
- The name of the member of staff who witnessed the Incident accident and the administration of first aid
- Signature of parent acknowledging that they have been Informed about the accident

All accident reports are monitored and categorized according to the type of accident.

MAJOR ACCIDENT

If a major accident occurs the procedure is as follows:

- the child will be comforted and made comfortable.
- The setting manager will assess the situation and decide whether the child needs to go to hospital or whether the child is well enough to wait for the parent/guardian to arrive.

If necessary an ambulance will be called. The parent/guardian will be contacted and arrangements will be made to meet parent/guardian at the hospital. Two members of staff will accompany the child to hospital, taking the child's personal details with them.

Funtasia staff will wait for the parent/guardian to arrive; staff will make every effort to comfort and support the child and family.

EQUAL OPPORTUNITIES POLICY

The Clubs operate a strict Equal Opportunities Policy and aims to ensure that all aspects of the Clubs reflect and meet the needs of the local community. We are strongly committed to positive action to remove and/or counter discrimination in all aspects of our work; in our practice as employers, in the way we work with other agencies, and in all our work with children, families and others.

DISCRIMINATORY BEHAVIOUR/REMARKS

These are unacceptable within any of our settings and will be actively discouraged. The response to such behaviour or remarks will aim to be sensitive to the feelings of the victim and to help those responsible to understand and overcome their prejudices.

NUTRITION POLICY

We are committed to offering all our children a healthy and fun selection of food. We regard snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

We are aware of and will take into consideration children's individual needs such as dietary needs, allergies, religious needs and of course personal likes and dislikes. All staff members have undertaken some "Food Handling and Preparation" training, all staff have undertaken Allergen training. Weekly menus are displayed along with Allergen information of all our food and drinks. All packed lunches provided by parents at the holiday club must contain a healthy balanced meal, e.g. wholemeal sandwich or pasta meal, containing meat fish or cheese, piece of fruit or vegetable, yogurt, sugar free drink, and the packed lunch container must contain an ice pack to ensure the food is kept cool to prevent the spread of bacteria.

During School Holidays, whilst breakfast & snacks are provided, it will be necessary for you to provide your child with a chilled nutritious packed lunch, due to limited catering facilities.

NUTS

Some children have a life threatening allergy to nuts, therefore Funtasia requests that no nut products may be brought into the environment. This includes peanut butter.

PERSONAL POSSESSIONS

Children's personal belongings e.g. electronic games consoles, mobile phones, pads, collectable cards or any other toys from home must not be brought into the club. We cannot be held responsible should your child bring such items into the club.

Our settings are large and small items can easily be mislaid, or other children might want to play with them, which sometimes can be upsetting and may cause distress for the child, or other children.

HEALTH AND SAFETY POLICY

Under the Health and Safety Act 1974 our Clubs have a duty to maintain health, safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using the Clubs.

Toilets are checked regularly each session for cleanliness, although children are expected to keep the toilets clean and to wash their hands after using the toilet. Children are also instructed to wash their hands before eating, and before baking activities.

Activities will always have appropriate levels and care and supervision, particularly those where children are involved in using potentially dangerous equipment e.g. baking, when children are playing outside or on trips. Fire drills will be held every month.

RISK ASSESSMENTS

Risk Assessments have been carried out for all areas and equipment.

Our aim is to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy, safe environment.

DAILY INSPECTION

All staff take responsibility implementing a daily safety inspection before the setting opens, through the session and at the end. This consists of checking the cleanliness of the setting, as well as checking for hazards and risks within the inside and outside environment.

ELECTRICAL

Safety plugs protect all electrical sockets. All electrical equipment is PAT tested annually.

Control of Substances Hazardous to Health (COSHH)
All cleaning materials are placed in a locked cupboard out of children's reach.

SMOKING ALCOHOL AND DRUGS POLICY

All our settings prohibit the use of cigarettes and the use of e cigarettes, alcohol and illegal drugs on the premises at any time. This policy applies to staff, visitors, parents, carers or children.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the manager and the designated Child Protection Officer, according to the provisions of the Safeguarding Children policy.

The manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol. As a childcare professional we have a duty of care.

MOBILE PHONES/CAMERAS

We ask that children and parents do not bring or use mobile phones/cameras whilst on the premises this is inline with our safeguarding policy.

SOCIAL MEDIA POLICY

Although Funtasia appreciates that Facebook and other forms of media such as Twitter are an excellent way for people to keep in touch and communicate, we do not see this as good practice between staff and parents/carers. Please do not be offended if a member of staff declines to accept your request to become friends.

COMPLAINTS PROCEDURE

We believe that children and parents/guardians are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome feedback regarding the quality of our provision. We give prompt and serious attention to any concerns regarding the running of any of our settings and the care of the children. We anticipate that most concerns will be resolved quickly and effectively by communicating any issues with the manager. If this fails to happen, Funtasia has a strict complaints procedure to follow.

AIM

We aim to provide a high quality, efficient and accessible service to all parents and children. Usually it should be possible to resolve any matters as they arise. If not, then you should follow the formal complaints procedure set out below:

STAGE 1

Firstly put your complaint in writing to the setting manager, giving full details. A complaints book is held on the premises.

We will then acknowledge your complaint and fully investigate the matter within 14 days, (if a delay occurs we will write to inform you,) you will then be given a reply. The response you receive will also be given to staff members involved, together with any recommendations for action and the matter will be reported to the Kids Club Management.

STAGE 2

The manager will refer the complaint to senior Management. They will investigate the complaint together with the response at a specially convened meeting. The chair of the meeting will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome. Individual staff members have the right to reply to any complaint at any stage. The decision of the Management is final.

STAGE 3

If you are unhappy with the outcome of the investigation you can contact Ofsted on 08456 404040, or write to Early Years, 3rd Floor, Royal Exchange Buildings, St. Anne's Square, Manchester M2 7LA

SPECIAL EDUCATIONAL NEEDS/DISABILITY POLICY

All Funtasia's settings are committed to the integration of children with additional needs. Our philosophy is that children with additional needs have a right to be educated and to develop to their full potential alongside other children. Everyone stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages they may have to face.

At each setting managers are trained SENCOs (Special Education Needs Co-ordinators) whose role is to support children, parents/ guardians and Key Persons, and if necessary to make referrals to outside support agencies. The SENCOs have undertaken additional SEN training and continue with ongoing training to ensure that they keep up to date with current thinking and guidelines.

- We aim to provide all children with a safe, secure and stimulating environment and learning opportunities within the framework of the club.
- We are aware that some children may have special needs and we take steps in partnership with parents and other relevant agencies and services, to ensure that their needs are assessed and addressed.
- We recognise that some children will need additional support to ensure access to the whole establishment and activities within it.
- We will ensure that the needs of children are assessed for us to provide support strategies.
- We also aim to enable children with special needs to access and benefit from, the full range of educational and social opportunities available to all children in order to promote their development.
- In developing our SEN policy we believe that staff need to develop the necessary skills attitudes and insights for working with young children with special educational needs.
- We believe in the involvement of the child and the importance of taking their views into account. We will make every effort to involve children in the decision making about the care and provision they need.

KEEPING CHILDREN SAFE

Unless prior arrangement has been made and documented with staff, Funtasia will not allow any child to leave the premises with anyone other than with the parent/guardian who delivered them to the setting, or who is named on the registration form, please ensure you have placed a password on your registration form.

OUTINGS/TRIPS

We like to organise trips particularly during the school holidays. You will be informed in advance of these trips and the charge (if any) and your permission will be sought and confirmation that your child will attend. Unfortunately we do not have the facilities for children to remain behind on a trip day. We must therefore ask that you make alternative childcare arrangements for that day/session, if your child is not coming with us.

Also it is essential that parents contact kids club staff directly, and as soon as possible, if their child is unable to attend the club for any sessions, particularly if a trip is booked for that day. We are unable to wait for a child who has not turned up at the time of leaving - this is not fair on the other children or drivers concerned. It will be parent's responsibility to find alternative childcare for that day and also will still be liable for our childcare fees.

WORKING IN PARTNERSHIP WITH PARENTS/ GUARDIANS

Funtasia Kids Clubs understand the need for parental involvement when caring for children, building and maintain positive relationships is what builds up a partnership between parents and staff which helps form relationships to enrich each child's holistic development.

It is the policy of Funtasia to ensure that parents/ guardians have the opportunity to actively participate at all levels, as partners of the organisation and in the planning of services for their children. We aim for parents/guardians to feel comfortable, respected and valued.

We aim to achieve this by: Encouraging parents/careers to be part of the settling in process and will not dismiss any worries as trivial and insignificant but reassure

- Ensuring all parents/guardians are made welcome to visit the setting at any time
- Ensuring that parents/guardians have the opportunity to review their child's progress as often as requested
- Ensuring that parents/guardians are involved with the reviewing of policies, procedures and guidelines of the setting
- Ensuring that parents/guardians can meet with staff and other parents/guardians to discuss relevant issues and concerns
- Ensuring that meetings are open for all parents/ guardians to come and observe
- Ensuring that the Nursery values parent's/guardian's comments regarding the strengths and areas requiring development within the setting.

Funtasia welcomes parental support with activities. If you have a skill you would like to share with the children, or you would like to be included in an activity, please see a member of staff.

All the staff at Funtasia Kids Clubs work in a non-discriminating way and work to the same aim, to build up positive relationships with parents, regardless of language, ability, culture, social background.

BEHAVIOUR MANAGEMENT POLICY

Funtasia believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Each of our settings aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

We wish to encourage co-operative behaviour between the children. We operate on a basis of positive reinforcement and reward.

We expect all children to behave appropriately to other children and staff, and to follow a set of rules discussed by the children at their individual club settings.

As parents you will be informed daily of your child's behaviour. If a child continues to behave in an unacceptable manner the Club Manager will speak to you and explain why their behaviour is as such. In extreme circumstances and after consultation with the Management, staff, parents and child, it may be necessary to remove the child from the club.

Each club has a staff member who is responsible for behaviour management issues, which is the Manager or Deputy Manager at each site.

CHILDREN S OWN CLUB RULES

The children at each setting devise their own club rules, which they take responsibility and ownership off.

ANTI-BULLYING POLICY

Funtasia Kids clubs operate a strict no bullying policy. No one wishes his/her child to be bullied and we will not tolerate it within any of our settings. We recognise that bullying may be difficult to spot; whether it be physical, verbal, emotional, racist, sexist. We will stop it early; we will then follow the procedure set down below.

We will investigate the incident and speak to the persons concerned separately, when we have done this we will decide the appropriate action along the lines of:

- Obtaining an apology from the bully to victim
- Impose sanctions against the bully and inform the family
- Insist on return of items taken, if any
- Insist bullies compensate victim
- Hold a group discussion about bullying
- Provide support for the victim
- Encourage the bully to change his/her behaviour
- Hold meetings with victim's parents to report progress
- Keep a written record of any incident and action taken
- Keep persons concerned informed at all times.

LOST CHILD PROCEDURE

Registers on children's attendances are taken at regular intervals throughout the day; head counts are also done throughout the day.

If in the unlikely event should a child whilst in the care of one of our settings go missing we would follow the procedure set down below:

- Staff would immediately inform a senior member of staff
- The manager and staff will search the building and grounds, playing areas, toilets, and other rooms accessible and outside
- If on a whole search of the entire building and surrounding area the child is nowhere to be found, the manager (or in the absence of the manager the deputy) will then contact the policy to notify the child missing, giving a full description of the child, time they went missing, clothing they were wearing etc.
- The manager will contact the parent and notify them immediately after reporting the incident to the police.

If a child became lost on a trip or outing:

Any child in our care on any outing always wears a sticker, which displays the club contact phone number and the establishment's name.

Although in the unlikely event of a child becoming lost, we would follow the procedure set down below:

- Search the immediate area where the child was last seen
- Contact a senior staff member advising them of the situation, when and where the child was last seen, along with a description of what they were wearing etc
- The member of staff reporting the child missing must not leave the area where the child was last seen, but keep searching within the close vicinity
- The manager/deputy manager will report to the lost children dept (if available) so they can help with the search
- If in the unlikely event these efforts failed we would contact the police and parents to report the incident.

SUN PROTECTION POLICY

Children are encouraged to access the well-resourced outdoor play spaces as much as possible, but during the summer months we are aware of the need to protect them from the harmful rays of the sun. We have therefore developed this policy.

AIM

We aim to have several planned outdoor play activities everyday throughout the year as well as having local trips and visits to parks etc available to the children. By taking what measures we can to protect the children in our care from the harmful effects of the sun we can help reduce the risk of skin cancer in later life caused by UV radiation.

OUR PRACTICE WILL INCLUDE:

- Funtasia kids club staff will plan sun-safety in our summer term activities.
- It is our policy that all children must wear sunscreen regardless of skin colouring during the summer months.
- Parents will be asked to provide a sun hat for their child. Hats should protect the face, neck, ears and crown of the head to help prevent damage to the skin from the sun.
- It is requested that all children arrive already wearing sunscreen during the summer months. We also request that each parent provides us with a bottle of factor 30 or higher sunscreen for their child, clearly labelled with the child's name. Parental permission will be requested in writing (for younger children) to apply this sunscreen to the child in the afternoon outdoor activities, to provide continual protection throughout the day.
- Parents will therefore be asked to sign a permission form, stating that they will supply sunscreen for their child, and that a member of staff can help children apply their own sunscreen correctly before afternoon outdoor activities.
- In the event that children do not have their own sunscreen at the club, SPF 50+, broad spectrum, water resistant sunscreen will be applied with permission from the parent/carer.

- Parents / carers of children who have a medical reason which prevents them from wearing sun screen, will be asked to provide a suitable alternative.
- For health & safety reasons each child must have their own sunscreen.
- Staff will discuss regularly how to keep children safe in the sun and our routines will be regularly evaluated
- When hot weather is forecast, we will re-arrange our timetable to enable outside play/activities earlier in the day children will access the outdoor space more in the cooler times of the day when the sun's rays are less powerful, i.e. before 11am and after 3pm. During these times we will organise more outdoor activities and during the lunchtime period will arrange more indoor activities. Play outdoors will be in shaded areas as best is possible with staff modelling this and moving equipment as may be necessary to achieve this.
- Water and other drinks are always readily available to the children throughout the year, but in the warmer months we place greater emphasis on the children having a regular fluid intake, as children can dehydrate very quickly.

If you have any concerns regarding this policy please speak to a member of staff.

UNCOLLECTED CHILD POLICY

If a child has not been collected from the setting, the following procedure will be followed:

Parents/guardians will be contacted after 15 minutes of due collection time.

If Funtasia is unable to contact the parents/guardians, they will contact the emergency names whose details are on the child's registration form.

If by 7.15pm Funtasia has failed to make contact with any of the above, they have a duty to inform the social services/ Police.

Funtasia staff will stay in attendance throughout, the child's welfare and well-being is paramount, and the nursery staff will comfort and support the child.

Staff will record action taken including date, times, contact numbers, names of local authority staff.

We hope you find this information helpful and useful, if you require any further information please speak to a member of staff.





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