



THE PARAGON HANDBOOK

Updated November 2021

This site-specific handbook supports the General Handbook, Policies & Procedures document, and Risk Assessments

Information:

The Paragon School
Lyncombe House, Lyncombe Vale, Bath. BA2 4LT.
Ofstead number: 2603909

General Manager and SuperPirates Designated Safeguarding Lead: Jason Prentice
School Designated Safeguarding Lead: Sarah James +44(0)1225 310 837

Working hours:

Manager and session leader - 2:35pm - 6:05pm
Playworkers - 2.50pm - 6:05pm
Children - 3pm - 6pm (With arrivals and collections roughly on the hour, every hour)

Adult to child ratio:

Age 3-4: 1:8
Age 5-7: 1:10
Aged 8+: 1:15

All staff must have read site specific risk assessment before working.

Main areas of play - hall and playground
Use appropriate toilets depending on location playing, as explained by shift lead.

Routine

Sign into main office, collecting ID badge.

Personal belongings

To be left in personal vehicles or kitchen, away from children.

Snack preparation

Always prepared by Food Hygiene qualified staff. Snack to be prepared in the kitchen ahead of session. The register must be checked for allergy information on children attending that day before making snack, remembering that we are a NO NUTS ZONE! Always provide a healthy mix of fruit and vegetables, with a smaller selection of carbs and proteins. The kitchen door should remain shut at all times during food prep. Snack is usually best served in the hall around 4pm, once most children have arrived. Make sure hands are washed.

Set up play opportunities

Set up play opportunities in the hall, as well as outside if weather is appropriate.

Complete set up checklist

Arrivals

One staff member designated to sign in children. Make sure to communicate with teachers and share messages. Remind children where to put their belongings, ensuring that there is nothing left on the floor which could become a trip hazard. Share any notes with session lead and remember to inform parents as necessary.



Dingly dell

Some days it may be appropriate or a good activity to make use of the Dingly Dell (The wooded area with a stream to the right of the nursery garden). Prior to going, ensure that you have the Ipad and site bag, and have left a note on the main door informing parents of where you are. All children must go to the toilet before going as if they need the toilet in the dell this can leave you out of ratio. However, children are allowed to do a 'Wild Wee' if they are happy to do so but staff should secure a safe and discreet area for them. Children should be lined up single file ready to walk to the dell with a SuperPirate at the front, back and middle, ensuring that the path is used. Once in the dell get the children together to explain the safety rules. Staff should spread themselves over the space giving themselves the best visibility of the whole area.

Collection

Make sure a member of staff is the first person a parent encounters whether outside or in the hall. Think of where you are positioned.

The designated SuperPirate with the Ipad is to sign out the children, ensuring any messages are passed on to parents, including incidents and/or accidents. Only adults listed on registration forms can collect children, unless a parent/ guardian has let us know of other arrangements. If you do not recognise the person collecting them ask them for ID to confirm who they are. In the event of someone coming to collect a child and they are not recognised or listed on the child's registration form, the manager will contact the child's parents directly to check. If this becomes a more regular occurrence, the manager will contact the parent/ guardian and ask them to update the 'collectors' section in their child's profile. No child is allowed to leave with any unknown adult without the use of a password or confirmation from a parent or guardian before hand.

Late pickup and booking charges

Late booking charges - Click Late Booking in Magic Booking, search for the child, select the hours needed. Make sure you then select Late Booking in the Additional charges section, then save.

Late pickup charges during the session - If a child is already booked into an early pick up session, i.e leaving at 4pm or 5pm, and the parent is late by 5 - 5 minutes, apply the £2 Late Collection charge. After 15 minutes apply the appropriate extended session charge.

Late pickup charges at 6pm - When 'Checking Out' children that are being picked up late, click on the charges dropdown to select the appropriate charge before saving:

- 5 minutes late - £2 charge
- 10 minutes late - £5 charge
- 15 minutes late - £10 charge

Anything over 15 minutes please refer to your General Manager - Jason. All charges are aligned with staff pay for additional working time.

Fire Drill Procedure

One adult calls "FIRE FIRE FIRE" and children are to exit through the back doors and assemble next to the Owl and the PussyCat statue in the adventure playground to be registered. Remaining adults search the premises to make sure no children are left behind, before joining everyone outside with the register. Staff may use fire equipment to tackle a waste-paper bin sized fire. Call emergency services.

End of session

Complete close down checklist on the Ipad, do final sweep of the environment that has been used to ensure all our resources are away and the space has been left in the correct manner.

Team debrief: at the end of the session all staff members must contribute to the session record, which will be completed by the club manager, noting down any incidents, concerns, injuries, activities that worked well and areas for improvement, next steps for play, and how we met developmental outcomes.