



COMBE DOWN HANDBOOK

Updated September 2019

Information:

Combe Down Scout Hut
2 The Avenue, Combe Down, Bath. BA2 5EH
Ofsted number: EY459385

Working hours: 15:00 – 18:00
Children: 15:15 – 18:00

Adult to child ratio: 1:10
Open to children ages 4-11ys

Key code for key safe: 1965

Also see risk assessments

Set up

Each member of staff provides ten minutes of setting up time. That means on most days we have 40 minutes worth of setting up time if we crack on! We must always set up a playroom offering a range of activities that support different types of play; small world, imaginative role play, construction, reading, arts and crafts, physical activity, and space to relax. We must create play areas with consideration to individual needs of children attending that day.

Once clear, the store / chill room should be considered as a quiet room where children can relax (remind children later if necessary). The room adjacent to the kitchen should usually be prepared as an arts and crafts space. In the main hall, use the far end near the fire escape as an area for more energetic games (sports, rough and tumble). In the middle of the hall build dens. This creates a fun activity but also a barrier between more energetic activities and the rest of the room. In the side of the hall nearest to the kitchen, place soft flooring, low tables and mats to create various play stations. Whenever possible we should create opportunities for outdoor play.

One staff member must complete a daily digital Health & Safety checklist on the ipad, found superpirates.co.uk/checklist

The manager or session leader must check the register to identify requirements of children. Furthermore, the manager must brief staff; sharing messages for the day, concerns, plans.

Assign duties and leave for school no later than 15:10. Ensure that the club bag is taken, and that it contains a first aid kit, water and cups (if going to the park), the managers phone, coloured bibs to identify children, any necessary medication, a couple of park activities such as chalks and playing cards. Ensure that all staff have a walkie-talkie before leaving the premises.

Collection from School

Arrive at school no later than 15.15.

Reception and up to year 3 are collected from their classrooms in the bottom playground. One adult should sign children in on the register, checking in with the teacher for any messages. Additional adults should group and supervise children at the hut in the playground. Once all the children are collected, children should be lined up promptly alongside the wooden train. Ask all of them to go to the toilet before leaving, particularly if we are going straight to the park. Ask them to check they have all of their belongings – it helps to list things for them to check, as it will remind them if they have forgotten something, i.e. “Make sure you’ve lunch boxes, bags, coats, scooters, bikes, pet donkey!...”.

Years 4, 5 & 6 are registered outside the Year 4 classrooms. Children must be closely supervised while playing and must remain in sight at all times. Gather children when the younger children in the bottom playground are on their way up to the top.

If a child was absent from school it must be confirmed by their class teacher or by contacting their parent before they can be marked as absent – do not accept another child’s word as confirmation. If a child claims not to be attending, or going home with a person not listed on their registration form, their parent must be contacted to confirm this before letting the child leave the school premises.

All EYFS children, and others if considered necessary, must be given a coloured SuperPirates bib so that they may easily be identified walking back to the club and during park visits.

Departure from school

A headcount must be carried out before leaving the premises. Children must form a neat line with youngest children at the front. The line must be led by an adult at the front. This adult should be vigilant to the children behind them, usually walking backwards. Adults must also walk slowly, making sure that the line does not spread out too so that children are not well supervised. Another adult must walk at the rear of the group, with remaining adults in the middle. Adults must walk road-side of children at all times.

It is important that adults model excellent road safety at all times. As much as possible, maintain routines, crossing in the same places. Before crossing roads, remind children to stop, look and listen for traffic. Discourage any silly behaviour until the group park. Encourage children to pay attention to the road at all times; toys, books, snacks or anything that may cause a distraction must be put away. Remind children to keep to the wall when walking, so they are not at risk of stumbling into the road when passing other pedestrians.

Park visits

Children must stay within the boundaries of the fenced park unless given expressed permission to play outside on the main field. Children may play as far as the basketball courts and monument adjacent to the park.

Staff must spread out so that children can be effectively supervised and so adults are visible to children should they need help. Adults can facilitate play with children but must maintain an awareness of what is happening in other areas of the park.

Regular recorded headcounts must be undertaken every 20 minutes. It is also worth being aware that onlooking parents will be judging our supervision, so make headcounts clear.

Children must ask an adult if they wish to play with a dog. Children must only pet animals when closely supervised by staff. Only pet dogs known to group. Instruct children not to chase or crown dogs, and to not pick them up. Small groups only. Always communicate with owners; ask!

Be aware of other children and members of the public. Children should be closely supervised when in conversation with 'strangers'. Club children should also be supervised where other children in the park have mobile devices; staff must be aware of the risk of inappropriate content.

At the club

Children should hang up their coats and bags when coming into the Scout Hut. If there isn't space they can be placed tidily underneath. Tell children where to leave their shoes so that they aren't a trip hazard.

Children must not enter the kitchen or outside areas without permission and subsequent supervision. The second storage cupboard, where the chairs are kept, is out of bounds for children.

The door main door must be locked for security. Parents have to ring the doorbell to gain access when collecting their children. Any visitors (electricians, builders, Ofsted Inspectors or other users of the scout hut) must be signed in and out in a Visitors Log.

Children should be fed at the earliest opportunity. Children must be seated on a rug with their plate on a low table, or sat at a higher table on a chair. Distinguish between 'food time' and 'play time', and routinely remind children of choking hazards. Water must be available at all times. Allergens must be identified to those with dietary requirements. All children should sit down for snack, and those not eating should take part in a low-energy activity.

All areas must be supervised. If children want to go outside a member of staff must always be outside, and positioned so that they can observe all areas of the garden.

Where there are surplus staff, staff should use the opportunity to sort equipment, tidy or plan activities.

Cooking

Children may assist with cooking, in accordance with Risk Assessment. Always maintain legal ratio. 1:1 using hobs, mixers, juicers, blenders. Children should have no loose clothing in the kitchen and must cut and chop under very close supervision if using sharper knives. Food may be prepared on a table in the craft room if deemed more suitable. I.e, making sandwiches. Knives must be washed and put away immediately after use and never left unsupervised in the reach of children. Hot and sharp object should never be left unsupervised. If not in use, shut the kitchen door. Snack helpers may help to serve and carry food.

Collection

The door should be locked until 5:30pm and one member of staff assigned to make sure children are being signed out and messages passed on to parents. 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. If they aren't listed on the child's registration form the child's parents must be called to confirm that they are allowed to go home with that person. Upon collection, parents should be notified of incidents or accidents.

End of session:

Tidy up: Our cupboards must be left clear and tidy, with all items stored appropriately in their place. Be mindful of other users of the venue. The hall, kitchen and toilets must be left clean and tidy, and staff must complete the "Closedown" checklist.

Debrief and records: 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.

Walkie talkies must be put on charge and all files and folders put away in the site box or club bag.

Fire Drill Procedure

One adult calls "FIRE FIRE FIRE" and children are to exit through the back doors and assemble on the lawn outside 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.

Fridays

On Fridays, the boules team regularly use the venue so we don't have access until 4pm. On Thursdays we must pack necessary resources to collect children, so as not to disturb the boules team. It is also advisable to prepare Friday's snack on Thursday.

If it is raining, we can use the hut in the bottom playground at the school for various activities. On warmer days we can visit the park until we have access to the club venue. Upon arrival at the club, one adult must complete the safety checklist, and then take out toys and games, and prepare snack. Other staff should concentrate on looking after the children.