*Before the Event:*

***Preparation of team***

* Build team – team meeting prior to event. To include plans and also safe and sound refresher
* Ensure all team have role descriptions (Event Director/ Pastoral Care Team Member)
* Any team members who are not currently Children’s workers need to fill in the R1 form with their personal details ( some aspects such as the car usage is not relevant)
* Ensure all staff have signed code of conduct
* Ensure that team all have current DBS

***Preparation for building:***

* Ensure risk assessment is written
* Ensure safe and sound poster is displayed
* Ensure childline poster is displayed
* Ensure no entry signs are available for rooms that the children must no go in (e.g. kitchen)
* Ensure separate toilets for children and adults. If not available, ensure a sign is available to place on toilet door so children and adults are not in the toilets at the same time (appendix)

It is important to note that OFSTED must be notified if you are caring for children under the age of eight for more than two hours in a day.

All of the SA Early Years settings are registered under the Salvation Army Company Number. Although the Holiday Clubs are not 'registered activities' they still operate under the Salvation Army Company Number and this is why we need to inform OFSTED.

If you need further assistance with this, please contact your Regional Children’s Specialist.

*Holiday Club*

***Registration:***

Forms provided:

* Registration forms
* Medical consent forms
* Code of conduct
* Photo consent forms

All of the above need filling in as part of the registration process.

* Name badges for lanyards (kept each day)
* Register for signing in and out

Children must not attend unless forms are filled in and signed by parents/ guardians

Children signed in each morning and provided with badge (in appendix) parents to sign in.

Named person given for pick up and password given (recorded separately)

***Daily***

* Team Meeting after session - notes recorded on team debrief sheet
* Session logs completed and any minutes recorded
* Notice of concern sheets available if needed
* Accident forms for parents

*After event*

* Team debrief
* Evaluation forms

*Checklist of paperwork to print off:*

|  |  |
| --- | --- |
| Paper work | Printed? |
| Team role descriptions x 2  (event director and pastoral care team member) |  |
| Code of conduct (adult) |  |
|  |  |
| Risk assessment paperwork |  |
| Childline information |  |
| No entry signs |  |
| Toilet signs |  |
|  |  |
| Registration form |  |
| Medical consent form |  |
| Photo consent form |  |
| Code of conduct (children) |  |
| Name badges |  |
| Register |  |
|  |  |
| Session logs |  |
| Notice of concern paperwork |  |
| Accident forms |  |
| Evaluation form |  |