



Chew Stoke Out of School Club

Supervision policy

- Play workers will be present and supervising the children in their care at all times, whether inside or outside.
- The level of supervision for club is a minimum of two staff, with a maximum of 30 children of all ages.
- This ratio must be kept to at all times. In the event of this being affected the play leader will alert the manager who will contact the members of staff to provide cover. All those supervising children must have an up to date DBS.
- Children are not allowed access to the kitchen without supervision.
- Any accident should be recorded in the accident book, signed by a member of staff and signed by parent at pick up.
- All children must be signed in to After School Club by a staff member and out by a parent/carer.
- All children must be signed in to Breakfast Club by a parent/carer and out by staff.
- All children must be signed in to Holiday Club by staff and out by a parent/carer.
- At no time can a child leave the club with anyone other than their parent/carer or individuals listed on the child's registration form. This is unless prior notice is given by the parent/carer, stating who will collect the child and password provided.