

## Daily Procedures

1. Daily risk assessments are carried out.
2. A weekly register is produced, from which a daily register is handed to the coach escort for daily collection of children by coach. This register doubles as a parental/carer signing out form for the collection of children from the club at the end of the daily session.
3. Children are checked into the club from the coach, using the same register.
4. Any payments by parents are recorded in childrens individual registration sheets, cross referencing with receipt number. One copy of receipt is given to parents, one copy goes with the payment in the petty cash box and one copy stays in the receipt book.
5. Registration sheets are checked to make sure that payments are up-to-date.
6. Food requirements are checked daily and any fresh produce is bought daily e.g. bread and milk.
7. Any accidents/incidents that occur are recorded in the appropriate books. Parents are informed and asked to sign the book at the end of each session.
8. A fire record book is completed when the fire drills are carried out, every half term.
9. A visitor book is used to record all visitors to the club.
10. New children are introduced to all staff. One member of staff is assigned to show the child the layout of the club and its boundaries and to explain the routines and behaviour policies of the club.
11. Each day a keyworker will be assigned as the main point of contact for children and parents.

Agreed by Committee

William Allen - Chairperson MASC

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