

Bath Area Play Project in partnership with WECIL and provide several targeted playschemes throughout most school holidays. These include:

* BAPP The Hut – for disabled children in Y1 to 4/5 (aged 5-9/10 years)
* BAPP Three Ways – for disabled children in Y1 to 4/5 (must be in Y1), Y6 to 9 and Y10 to 12 up to maximum of 19 years
* WECIL – for disabled children in Y1 to 4/5 (aged 5-9/10 years) (must be in Y1) years at Chandag School in Keynsham
* BAPP Somer Centre – for disabled young people Y6 to 9 and Y10 to 12 up to maximum of 19 years

During Term time, we provide two Saturday clubs.

* BAPP Saturday Fun Club for children aged 5 to 11 years in Bath
* BAPP Creative & Social Club for young people aged 12 to 21 years in Bath

**Support and Supervision for your child**

BAPP employs qualified / experienced staff to support and supervise your child whilst on the scheme.

BAPP aims to ensure each child’s needs are met in a safe and dignified way. To help us do this we ask parents to complete a Registration Form and to give as much information as possible. This information is used on a daily basis while your child is on scheme. If having read this information we feel that we need to produce more in depth information for the playscheme staff we may do one of the following:

**Day Plan** –We may produce and implement a day plan, which looks at your child’s needs throughout the day. Day plans are produced for children who have health care needs, or complex needs, which include communication impairments. This ensures such children have all the support necessary throughout the day. Day plans are available for all staff and volunteers involved in caring for your child, however personal details such as address and phone number are not entered onto the plan.

**Behaviour Strategy** –We may produce an individual behaviour strategy. This document is produced for children who have challenging behaviour who may be a risk to themselves or that of other children. The strategy looks at what causes the behaviour and how to avoid it and what to do in specific situations and which BAPP staff should be involved in the implementation of the strategy. The information on the document is only made available to key members of staff involved with the child.

**Lifting and Transferring Risk Assessments** - The document would be produced for any child where it is necessary for staff and volunteers to lift and transfer where this doesn’t already exist; this document is required by law under health and safety legislation. The assessment would identify the best method to lift or transfer the child and how many people are required to lift a child safely. Where a child also requires a day plan this information would be entered onto it. The assessment would be accessed by key staff involved with the child.

BAPP recognises that parents and carers are the“ real experts” in how to best care for their child. For this reason if we feel we do not have enough information about a child we may seek the parent’s guidance and advice to complete the above documents. We therefore urge parents and carers to give as much information as possible to help us give all of the support your child needs in the best way possible.

**Medication**

If your child needs to be given medication on the playscheme please send only the exact dosage required and where possible in the original containers. On the front of each individual bottle or packet, your child’s name should be printed in full with the following;

* Name of the drug
* Time it needs to be taken
* How it needs to be taken
* Any other information we need to know

The information written on the front of the bottle or packet should match the information given on the medication consent form. All drugs should be handed to the Director or Senior Playworker and cannot be left overnight at any setting.

A Medication Consent Form must be signed by the parent/carer at the start of each Playscheme where medication needs to be administered.

**Play and Activities**

A range of fun and stimulating play opportunities and activities are facilitated for your child whilst on the scheme. These may include the following:

* Outside play including bikes, sand and water
* Multi-sensory activities including water and messy play
* Creative play which may include dance, music or paint
* Games, singing and construction
* Play sessions will include both structured and free play activities

All activities are arranged with your child’s needs in mind. A wide range of activities are available and where possible activities are made as inclusive and accessible as possible.

**Transport**

You are responsible for getting your child to and from playscheme each day.

Where trips are provided as part of the playscheme day, transport will be provided and separate consent may be required for these days.

**Lunch & Refreshments**

You will need to provide a healthy packed lunch for your child. Please take care when choosing what to include and avoid any foods containing allergens. Please avoid sweets and chocolate. If you pack foods that would need refrigerated storage, please label them clearly with your child’s name and TELL a member of staff when you drop off your child in the morning. A drink is provided mid-morning and mid-afternoon.

We will provide fruit/yoghurts wherever possible. Please include a snack or bring a pack of biscuits or some fruit to share.

**Personal Property**

We ask that all parents and carers label child’s property clearly, especially shoes, socks, coats, jumpers, bags and any other outer garments. Although we will take every care to ensure that your child does not loose property, **we cannot take responsibility for any lost property and cannot reimburse any loss.** We do however keep a lost property box with garments that have been found. We will keep any lost property in the BAPP office for up to 12 months. These items will then be passed onto a charity shop if not claimed.

**Dropping off and picking up your child**

The playscheme sessions run from 10am to 3pm. Where you arrive earlier, you will be responsible for supervising your child until the staff are ready at 10am. Please arrive promptly at 3pm to ensure children do not feel upset if they are the last to be collected. Saturday Clubs run from 9,30 to 12,30 for Primary Children and 11.30 to 14.30 for Secondary.

BAPP insists that all children are dropped off and picked up by a responsible adult, over the age of 18 years old, which is either named on the Registration Form or somebody who we have been informed of in advance.

We have introduced a password system for children being picked up from schemes. This is to ensure that in the event of the named person being unable to collect your child, a password that is familiar uniquely to yourself and that is easy to remember. The password should be easy to remember for example your child’s favourite food, cartoon character, toy, pet or place.

**Security**

All staff and volunteers are police checked and carefully screened through Ofsted, Disclosure and Barring Service and past employment history and references are carried out. All staff are experienced in working with children with additional needs & disabilities Three Ways and The Hut both provide a secure site which means that access will be restricted to 10-10.30am and 2.30 - 3pm each day.

Saturday Clubs are based at The Hut for Primary and Odd Down Community Centre for Secondary. Gates are secured to prevent unauthorised access.

**Confidentiality and Data Protection**

We ask for personal information about your child in order that we can care for them in the best way. We also need personal information about you, the parent, so that we can send you information about playschemes and services including booking forms and so we can get in touch with you if there is an emergency. We also ask for your consent. All personal information about you and your child is kept securely and not shared with anyone else. We share anonymised data with the funder (B&NES) so they know the postcodes and dates of birth of children using the service but nothing further. You have the right to withdraw your consent at any time however we would be unable to care for your child without your consent and you would not be able to use the service. For further information, please see our Privacy Notice [www.goo.gl/4sbf28](http://www.goo.gl/4sbf28)

**Who to contact if you have further queries or concerns**

Before the playscheme starts please talk to Caroline Haworth (Project Director) who will be happy to answer any questions or concerns you may have. Telephone 01225 832479 or email: caroline@bathareaplayproject.co.uk

Once the scheme has started any member of staff will be happy to help.

**Complaints, Compliments and Comments**

If you have a complaint, compliment or comments please discuss this with the Playleader in the first instance. However, if a complaint is of a more serious nature please contact Caroline Haworth, Project Director in confidence and she will ensure that you understand the complaints procedure and also make every effort to resolve your concerns speedily. If the complaint relates to the Childcare requirement, it needs to be made to OFSTED you can contact them on 0845 601 4772 or email yne.rc@ofsted.gov.uk

**Safeguarding and keeping your child safe**

**BAPP** and all providers have a legal duty to keep children safe from harm whilst in their care. We have Safeguarding Policy and all staff have attended safeguarding training. Safeguarding refers to many different things including child protection and abuse, child sexual exploitation, female genital mutilation, the appropriate use of social media and responsibilities under the Prevent Duty in relation to extremism and radicalisation.

Where we have any concerns about a child’s welfare, we will where at all possible, speak to you as the parent first before sharing with Social Care.

The nature of playschemes mean that children will have opportunity to engage in all play types some of which are more risky than others but Playworkers will always looked at the benefits for children and assess the risks before enabling these play opportunities to happen.

**Policies and Procedures**

BAPP adheres to a range of organisational policies and procedures which comply with Legislation; these are available for your information from the BAPP office or a folder containing them is available at the Playscheme.

These are:

* Management of Challenging Behaviour
* Medication Policy
* Inclusion Policy
* Safeguarding Policy
* Data Protection and Information Governance Policy
* Admissions Policy
* Equal Opportunities Policy
* Sick Children Policy
* Child Not Collected Policy
* Equal Opportunities Policy
* Health & Safety Policy
* Bullying Policy

***What you need to do now!***

*If you have not already done so please complete the child Registration form. This information will be stored on a database so that we can send you details of any playschemes or other projects we organise automatically. From time to time we may also send you information which may be useful to you.*

***Please ensure that you keep us up to date*** *with any changes to Mobile telephone numbers, addresses, This is the responsibility of the parent/carer!*

*You will remain on the database until you contact us to say that you would like to be removed.*