

Out of School Alliance

Policies and Procedures

Ofsted's updated 'Are you ready for your inspection?' guide, published August 2009, states that "All providers are expected to implement the following policies and procedures."

1. A safeguarding children policy and procedure
2. A policy for ensuring equality of opportunities and for supporting children with special educational needs and/or disabilities
3. A policy for administering medicines, including effective management systems to support individual children with medical needs
4. A behaviour management policy
5. A procedure for dealing with concerns and complaints from parents
6. A procedure to be followed in the event of a parent failing to collect a child at the appointed time
7. A procedure to be followed in the event of a child going missing
8. A procedure for the emergency evacuation of the premises

All providers, with the exception of childminders are expected to have written copies of these policies and procedures. Ofsted inspectors will ask to see copies of these policies and procedures when they inspect your club.

Whilst these are the minimum requirements for policies and procedures, it is useful for staff and parents alike to have a comprehensive set of policies, which can then be used for reference should anything occur. Staff should read all policies and should sign to say that they have done so.