

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Tots group – To ensure the safety of children and families whilst on the premises attending tots group.

11.0 – Other Services

11.1 - Tots Group

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to provide a warm, friendly and relaxed environment and to be a support base for parents/carers who have 'tots' with additional needs.

Procedures

- Parents/carers must stay with their child for the duration of tots group.
- Tots group is held in the soft play/sensory room.
- On first visit, parent/carer fills in a registration form including any relevant information such as medical needs. Each week a register is filled in, situated with the main register.
- A staff member will always be present during tots group.
- Tots group includes any session that parent's/carers request (if plausible) such as coffee mornings, makaton training, baby massage...
- When coffee mornings are in operation, parents will have hot drinks in a travel mug so they are in a closed cup.
- Although we have a no mobile phone policy within the setting, we allow parents/carers to use their mobile phone whilst in tots group as they often show staff members and other parents/carers photos of their child i.e. physiotherapy, causes for concern... However, if a child from the nursery is in the soft play room then mobile phones must not be used.
- When the child is old enough to start nursery, a smooth transition is put into place, taken into account the child's individual needs and parents/carers wishes.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. **chair**, director or owner)

Stepping Stones Play and Learn Group

10th September 2013

Annually or where deemed necessary

Carol Nice

Carol Nice

Chair

Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Respite – It is for providers to determine how many staff are needed to ensure the safety and welfare of the children, bearing in mind the types of activities and age and needs of the children.

11.2 RESPITE

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community, who cannot access other respite clubs. We aim to provide a warm, friendly and relaxed environment for the children and young people and provide respite for parents.

Procedures

- All policies apply for respite (see policy folder).
- Respite is set up based on children's wants and interests. During this time they can choose their activities whether it is watching a DVD, playing outside, relaxing etc.
- We run 4 different groups depending on age and ability, this enables the children to socialise and mix with other children of similar abilities and interests.
- Parents fill in a registration form and care plan so we have all relevant information on the child.
- On occasions we take the children on outings that best meet their needs, but if a child does not want to go we do not force them as this is their relaxation time and their choice (unless we are short staffed and need the whole group to stay together). These outings may be cancelled if there are not sufficient staff available.
- The outings we take them on help develop their social skills, physical needs, self help and life skills e.g. handling money, social situations (sitting in a restaurant appropriately) and gives opportunities to access facilities within the local community.
- When on outings we use a ratio suitable for the dynamics of the children in the group, normally either 1:1 or 1:2. With some challenging children we are able to provide 2:1 to ensure they can access activities safely.
- Children have access to the soft play and sensory room which is supervised by an adult at all times.
- Although we provide healthy snacks, we are aware that some of our children have very restricted diets so will offer crisps and other food they like or parents will supply snacks for their own child.
- We have decided not to have practice fire drills during after school club as this can cause a lot of distress for some of our children and their stress will not be eased through practicing. We have devised a fire evacuation plan for each of our groups so all members of staff are aware of the emergency action.
- We offer children holiday respite for 1 week at Easter and 5 weeks in the Summer.

This policy was adopted by

Stepping Stones Play and Learn Group

On

10th September 2013

Date to be reviewed

Annually or where deemed necessary

Signed on behalf of the management committee

Carol Nice

Name of signatory

Carol Nice

Role of signatory (e.g. **chair**, director or owner)

Chair
