**Magic Minders Drop-in Policy**

**Welcome to our Magic Minders drop-in. We want everything to run smoothly at our drop-ins and events, and hope these will be an enjoyable experience for everyone. We have set out some guidance and rules below to try to ensure that this is the case.**

**We are always open to new ideas so please contact the Magic Minders committee using** [magicminders@gmail.com](mailto:magicminders@gmail.com) **if you have any ideas or thoughts regarding this policy or the drop-in itself.**

**Please ensure that new members and other attendees are warmly welcomed.**

**Venue:**

* **Palatine Park Football Club, Palatine Road, Worthing BN12 6JN**
* **From 9.30am until 11.30am fortnightly, term time only. See website for dates**

**On arrival:**

* You may park in the car park on site and on entry to the building use the stairs or lift to access the hall
* You must sign yourself, any assistants, and your children in and out on the register on the table in the entrance foyer, including your membership number/s. This is essential for fire safety purposes.
* Please complete a sticky label for each child with their name and your name and stick this to their back.
* The drop-in fee must be placed in the cash box next to the register.
  + Fees from 01.01.24: adult members are free plus £1.50 per child; adult non-members (including non-member assistants) are £3.00 per adult plus 1.50 per child

**Supervision:**

* You are responsible for the children in your care, who must be always in your sight and/or hearing (EYFS requirement for registered childminders and assistants). Children must not leave the hall unattended, including to go to the toilets.
* Any non-member adults attending the group may only do so with committee approval and must be supervised at all times, including any non-member assistants.

**Food and drink:**

* There is a café on-site, run by the Football Club, at their discretion. Magic Minders cannot guarantee it will be open during a drop-in, but will try to let members know, if they have been informed it will be closed. The café serves hot and cold drinks, confectionery, cold snacks, and a selection of hot snacks.
* Please take care when transporting hot drinks and use the lids provided
  + Hot drinks must not be placed on the floor, or anywhere easily accessible to children.
* Magic Minders will provide biscuits for the children. Please only serve these to your own minded children and check for any allergies
* Please bring any other snacks and drinks you need for your own children
  + Please be mindful of other children at the drop-in who may have allergies or restricted diets. You must ensure that food/drink is not shared without their childminder’s consent, and clear up any food that falls to the ground is immediately
* You must supervise your children at all times whilst they are eating or drinking (EYFS requirement).
  + Children must be seated to eat and not move around the hall with food/drink, due to the risk of choking.
* Please ensure you clean any areas where your children have been eating/drinking when they have finished.

**Activities:**

* Where a sensory play or craft activity is provided you must supervise your children whilst they access this.

**Tidying up and cleaning:**

* Tidying up at the end of the drop-in is the responsibility of ALL attendees, not just committee members.
* Tidy-up time will start 10-15 minutes before the session is due to end.
* Please encourage the children to help you put away the toys and other resources.
* If you need to leave early, before tidy-up time, please put away the toys your children are/have been playing with (that aren’t currently being played with by other children) before you leave.
* Cleaning materials and a dustpan and brush are kept by the kitchen.

**Health and safety:**

* In addition to measures already referred to regarding supervision and eating/drinking, please be aware that you are responsible for your own safety and that of children in your care whilst attending the drop-in.
  + Please conduct your own risk assessment and refer to the premises fire safety and other safety information on display.
* Please read and adhere to any Risk Assessments and other safety notices on display.
* Children are not allowed in the kitchen area.
* Please let a member of the committee know if you find any broken or unsafe toys/resources whilst attending the drop-in.
  + Please also alert the committee if you have any other H&S concerns.
* Magic Minders accept no responsibility for any injury etc.
  + In such an event you should refer to your own Public Liability Insurance policy.

**Safeguarding and whistleblowing:**

* Please read and adhere to the [Magic Minders Safeguarding Policy which is available on the website](https://www.magicminders.co.uk/policies.html).
* If you have concerns regarding the conduct of an adult at a drop-in or other Magic Minder event you must notify the [designated safeguarding committee member](https://www.magicminders.co.uk/policies.html), and follow the [MM Safeguarding Policy](https://www.magicminders.co.uk/policies.html), and then follow your own policy, where applicable, if the concern relates to the safety of a child in your care.

**Photography**

* You may take photos and videos of the children in your care whilst at the centre and use these according to your own safeguarding policy procedures.
  + These must not include other children unless you have permission from their carer, who must also have parental consent for this.
  + Photos of children who not in your care, must not be posted on social media or other digital platforms without explicit, written parental consent.

**Confidentiality:**

* Please see the [Membership Code of Conduct](https://www.magicminders.co.uk/policies.html) and [Privacy Policy](https://www.magicminders.co.uk/policies.html) for the full requirements relating to confidentiality
* Please remember that private information and concerns regarding childminded children and their families must not be discussed with other attendees unless you have explicit consent from the parents to share this information
* If you need advice about a concern or issue, including a child’s development, this should be discussed without identifying the child or family, unless you have consent to do so.