



JACK & JILL PLAYGROUP

SAFETY AND CHILD WELLBEING GUIDELINES

Listed below are a few guidelines which we feel will help the playgroup run more safely and stress free! Please do your best to help your children keep to these and request that parents support us so that we are setting consistent boundaries before, after and when we are at playgroup.

- **PARENT LETTERS** - letters, newsletters, lunch forms are sent home regularly and posted on our website thejackandjillplaygroup.co.uk, please take time to read these carefully.
- **COATS** - this also includes fleeces, jumpers, cardigans. Please hang up all children's named coats, nappy bags on your child's named peg under your child's key person symbol. Playgroup is not responsible for any missing items.
- **HOME BOX** - Please **encourage your child** not to bring toys to playgroup. Any toys that slip pass can be deposited into the `Home Box` before entering the playrooms. Comfort items can be kept by the child during session in their peg bag e.g. dummies, cloths which can be used to settle a child on starting. No babies bottles please.
- **REGISTRATION** - Children self-register as they enter playgroup by taking their name card from the magnetic board outside and handing to the staff at the door at the beginning of each session. All children can then choose to go to any of the activities set out, moving around the playrooms and have access to outside play during the session in a free flow style of play.
- **SICKNESS** - please, please keep your child off playgroup if they have had sickness or diarrhoea; or any child displays signs of a temperature, cold, runny noses, coughs will not be allowed to playgroup until 48 hours after symptoms have ended or have been tested for COVID 19 and have had a confirmed negative result. Current government COVID19 guidelines will be regularly updated and implemented.
- Please ring in and let us know your child is unwell so that we can mark them in the register as sick. We would generally telephone after day 2 to check all is well as part of our safeguarding good practice.
- Please keep your child off if they have a temperature or feel nauseous, at this age if they say they are unwell they usually are! Of course, if they become unwell during session, we will contact you immediately. Please do not leave medication in bags for children to access, they must be entered into the medical records and stored safely while on site.
- **ENTRANCE** - for the safety of the children while in the outside play area, the entrance gate will be locked after 9:15am and remain locked while we are in session. Please use the doorbell at gate to gain entrance, which is situated on the inside wall, a member of staff will let you in. Can I also remind all parents to

use the Minerva Road entrance and do not access the playgroup from the adjoining school playground. On pick up and collection times of your child, you are welcome to leave buggies/prams with siblings in the covered area before entering the playgroup rooms, these are supervised by staff but we are asked that **you do not bring them inside the playrooms** at these times as these are very busy and often cause obstruction to doors exits.

- **RESPECTING OTHERS PRIVACY and CHILD SAFETY** - parents wishing to speak to their child's key person before, after and during session this can be done via telephone or email, if that staff member is free we would be happy for them to speak with you. If the staff member is speaking with another parent or is supervising the entrances at picking up /drop off time, we request that **you do not interrupt**. Please respect others confidentiality at these times and allow the staff to monitor who is collecting other children without distraction. If it is important, please speak to either of the managers Sally or Delia who will be happy to help. Thank you.
- **NO MOBILE PHONES** - Please do not use mobile telephones while inside the playgroup rooms or outside play area during session. We ask that all parents/carers finish their calls outside the walled area before entering and picking up their children.
- **UNSUITABLE BEHAVIOUR** - Jack and Jill Playgroup reserve the right to terminate a child's place without notice, immediately and in the event of unsuitable behaviour/bad language/racism/acts of aggression towards staff or others by parents/carers of the child accessing the playgroup setting. Any incidents will be reported immediately to a manager, who will intervene and if necessary, call the police to evict the offender and a written report will be made detailing the incident.
- **CAR PARK** - there is no car-parking facilities at playgroup, therefore please be considerate of our neighbours and allow access to other vehicles when parking around the playgroup. No parking directly outside playgroup gates, or neighbours drives during session please.
- **SMOKING** - our setting is a smoke free environment. Please ensure that there is no smoking on playgroup premises this includes our outside play area on entrance to the setting. Can we ask you to smoke away from the entrance gates and dispose of cigarettes butts responsibly.
- **EMERGENCY RECORDS** - please help keep our emergency records up to date by letting us know of any changes to your contact telephone numbers, addresses and collection details. To help with this we have a change of address and contact numbers slip - please complete and return to playgroup. Slips on parent board for your use.

If you as parents have any suggestions or concerns regarding safety and procedures or have seen something you would like changed or could be improved, please do not hesitate to speak to Delia (Administrator/Manager) or Sally (Supervisor/Manager). Thank you.