

SPANGLES POLICIES AND PROCEDURES

Information for Parents

Spangles Spanish Kids Club policies aim to provide and maintain a safe and healthy environment and conditions for all our students, teachers and general staff. These policies apply only for premises different to schools and colleges and cover the following areas.

1. Fire
2. First aid and first aid kit
3. Accidents and accident reporting
4. Prescribed medicines
5. Inclusion
6. Behaviour
7. Parental consent
8. Confidentiality
9. Equal opportunities

FIRE

Even though the premises where we hold our courses have been designed and built in line with modern building regulations and are being used in line with those regulations this is the plan to deal with fire emergency.

1. If you are waiting outside the classroom, please keep calm.
2. The teacher will proceed with the safe route for the children to leave the premises through the main door or appropriate fire exit.
3. The teacher and the children will evacuate the building forming a line.
4. Please proceed to leave the premises through the main door or appropriate fire exit.
5. Be aware of the portable extinguisher at the entrance of the building, in case needed.
6. In case you are not inside the building, please do not try to get in as you will block the exit.

Recommendations for parents:

1. Please be familiar with the location of the fire exit and the portable extinguisher.
2. Please make sure we have got your mobile phone number in all cases.

FIRST AID

Spangles complies with the Health and Safety (First Aid) Regulations 1991. It is Spangles policy to provide first aid support if someone is injured or becomes unwell when we are teaching. All our teachers are fully qualified first aiders and can provide first aid assistance in almost all situations likely to occur when teaching.

FIRST AID KIT

Each teacher has a green and white First Aid Kit in the class room and visible to every one, however, out of reach of the children. This kit contains: plasters, disposable gloves, plastic bags for waste, cotton wool, sterile dressing, safety pins and triangular bandages.

Recommendation for parents:

1. Please be aware and familiar with the location of any first kits available.

ACCIDENTS AND ACCIDENT REPORTING

In case a teacher is dealing with an accident, teachers are advised not to leave the other children unattended. Therefore, the teacher will need to enlist the support of a nearby parent adult. When a first aider thinks that a casualty needs urgent medical treatment, the first aider should arrange for the casualty to be taken to the nearest hospital by calling 999.

ACCIDENT REPORTING

An accident form should be completed every time a teacher provides assistance to a casualty, including when the problem is illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. Parents will sign a copy of this accident report as to acknowledge the accident or illness.

Recommendation for parents:

1. In case a child is dropped off by a person different to the parent. Please make sure we have all your telephone details and the mobile's number of the person collecting the child.

PRESCRIBED MEDICINES

Spangles teachers do not administer pills, medicines, creams or drops as the lessons are for only half an hour. We advice parents to give any prescribed medicine before or after children's lesson. In case a child needs an inhaler this must be arranged in advance and written instructions provided. Inhalers should be clearly labelled with the child's name and kept by the child at all time.

INCLUSION

At Spangles children are equally valued regardless of their abilities and circumstances. Children with additional educational needs (including gifted and talented) are identified by the teachers and their needs are catered for as appropriate. For individual cases feed back is given to parents.

BEHAVIOUR

The children bring to Spangles a wide variety of behaviour patterns based on differences in home values, attitudes and parenting skills. We take into account that children attending Spangles after school hours sometimes are tired and therefore restless. At Spangles we must work towards standards of behaviour based on three basic principles:

1. We will try to be kind and helpful to every one
2. We will try always to do our best
3. We will try to listen carefully

Good behaviour will be encourage and rewarded. As children are not good all the time, we have implemented a clear system to help encourage good behaviour without losing the element of fun in the classroom.

The teacher will:

1. Remind him/her about the basic principles above.(verbal warning)
2. Ask the child to go to the corner to calm down (1 minute)
3. If behaviour persists, he/she will go back to the corner with a red card. So he/she will have time to think about our three basic principles. (2 minutes)

We don't usually need to use all these sanctions; a verbal warning is normally enough. If your child needs more than this, your child's teacher will let you know.

PARENTAL CONSENT

Off-site activity:

In normal circumstances Spangles do not take the children out of their respective classrooms. However, written permission will be asked if Spangles is organising an off-site activity, especially in the summer when the classrooms are very hot.

Activities involving food:

There are certain subjects such as food and drinks where tasting forms part of our interactive approach. We will ask for a written or verbal consent prior to the lesson.

CONFIDENTIALITY

We will make sure that the information held about yourself and your children is only accessible by those authorised to have access. This personal information will not be passed on to third parties in accordance with the data protection act.

EQUAL OPPORTUNITIES

Spangles is committed to the principle of equal opportunities in its work with children, young people and adults, providing a framework for participation irrespective of ethnic origin, class, age, religion, nationality, gender, disability or sexual orientation.