**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION 110551**

 **CHARITY NUMBER 1081876 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **PHYSICAL ENVIRONMENT**

**KKC is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.**

**The club’s premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of the club is welcoming to children and offers access to the necessary facilities for a broad and varied programme of activities.**

**KKC is committed to taking every possible step to ensure that all the children have equal access to facilities, activities and play opportunities, including children with special educational needs and/or disabilities (see Special Needs and Equal Opportunities Policies).**

**The club’s premises comply with all of the requirements of the Disability discrimination Act 1995 and other relevant regulations and guidance.**

**The Manager is responsible for ensuring that the club’s premises are clean, well lit with daylight as the main source of light, adequately ventilated and maintained at an appropriate temperature. Daily risk assessments are carried out, in accordance with the Risk Assessment Policy, to ensure that the facilities are maintained in a suitable state of repair and decoration.**

**During the opening hours, the premises are used by, and solely available to the club, its staff and the children as far as possible, although the school may run some afterschool activities for part of the evening and other clubs may use the school premises towards the end of our sessions. The club will do all it can to maintain an open room layout, allowing the children to choose from a variety of play opportunities.**

**There is adequate space for storing the entire club’s equipment safely and securely.**

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**Under normal circumstances, staff will ensure that there is more than one toilet and one wash basin with hot and cold water available. Ensuring there is adequate balance between male and female facilities .**

**No child will be left unsupervised in the kitchen area.**

**Members of staff will have access to a telephone on the club’s premises at all times.**

**OUTDOOR PLAY**

**Any outdoor play will take place, in secure and well supervised spaces. A thorough safety check and risk assessment will take place before any outdoor activities commence.**

**Outdoor play areas will be well maintained and free from holed, bumps or uneven surface areas, ponds, drains, pools or any unnatural water will be made safe or inaccessible to children during the afterschool club.**

**Any outside water features will be kept safe and inaccessible to unsupervised children. If children are in water sports, staff will ensure that this is regularly cleared and kept safe.**

**In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe by the caretaker at the school.**

**Staff will make sure there is regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun. According to the provisions set out in the Health, Illness and Emergency Policy. Parents must supply sun hats, and sun cream clearly named for their child/children.**

**Safety checks on the premises both indoors and outdoors are made before every session and at the end of every session.**

* **Electrical leads will be adequately guarded.**
* **All dangerous materials such as cleaning solutions and medicines will be kept out of reach of children.**
* **Children will not have unsupervised access to the gym and kitchen area.**
* **Adults will not walk around with hot drinks or place these within reach of the children.**

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**FURTHER GUIDANCE**

* [**www.4children.org.gov**](http://www.4children.org.gov)

**POLICY START DATE ……………………………………………. 1st September 2000**

**POLICY REVIEWED DATE …………………………………….. 12th September 2015**

**POLICY REVIEWED DATE January 2024**