



**AYLESBURY**  
TOWN COUNCIL



## Parents /Carers Handbook

### **Aylesbury Town Council**

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[Info@aylesburytowncouncil.gov.uk](mailto:Info@aylesburytowncouncil.gov.uk)

### **Jonathan Page Play Centre**

147 Meadowcroft  
Aylesbury  
Buckinghamshire  
HP19 9HH

01296 336413

[jpplaycentre@aylesburytowncouncil.gov.uk](mailto:jpplaycentre@aylesburytowncouncil.gov.uk)

**By booking your child into After School Club and/or Holiday Playscheme at the Jonathan Page Play Centre you agree to the following statement**

I consent for my child to attend the Jonathan Page Play Centre. I understand that the centre has policies and procedures, terms and conditions which are outlined in this document and which are available for reference from the centre, and that there are expectations and obligations relating both to Aylesbury Town Council, to myself and my child, and I agree to abide by them.



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# 1. Welcome to Aylesbury Town Council's Childcare Service

Jonathan Page Play Centre is registered with Ofsted (registration number EY536686), and is based at 147 Meadowcroft, Aylesbury. The centre is open Monday to Friday 3.15pm - 6pm during school term times and Monday to Friday 8am - 6.30pm during school holidays.

You can see the latest Ofsted inspection information here

<https://reports.ofsted.gov.uk/provider/16/EY536686>

## 1.1. Aims

We aim to provide a high standard of play provision in a safe, secure and relaxed environment, and offer a wide variety of activities and play opportunities for children from the age of 4 up to their 13<sup>th</sup> birthday, which reflect the interests of the children in our care.

## 1.2. What we offer

The Jonathan Page Play Centre follows the Playwork Principle, so the children are free to choose activities and resources as they wish. There is always a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, physical play, cookery (time permitting), and reading. In addition, other resources are available for the children to select from our equipment library.

## 1.3. What we provide

The food we provide at the After School Club for tuck, when children arrive, is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables in line with our *JPPC POL 13 Food and Drink and Healthy Eating Policy*. We promote independence, by encouraging the children to serve themselves, and clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences where possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting and promote good oral health. All snacks and lunch are enjoyed together as a group.

For Holiday Playschemes we ask parents/carers to provide a packed lunch for their child, preferably in a lunch box containing a "cool" pack to keep the food chilled. All packed lunches should be free from Nuts as we are a Nut Free Zone. We provide a morning and afternoon snack during playschemes as well as fresh fruit and vegetables.

## 1.4. Staffing

The Jonathan Page Play Centre is overseen by the Council's Deputy Town Clerk at Aylesbury Town Council and our Play Centre Manager is responsible for the daily operation. We have a Playleader and up to four permanent Playworkers, some of whom

deputise for the Play Centre Manager and Playleader. In addition, we have casual playworkers and volunteer staff.

Our permanent staff members are displayed on the notice board by the entrance.

All our permanent staff members have significant experience working with children and young people and undertake professional development training. All staff are DBS checked. Our staff / child ratio is compliant with the Early Years Statutory Framework September 2021, 3.41<sup>1</sup> and 3.35<sup>2</sup>. To ensure the safety and welfare of the children we generally aim for a ratio of 1:13 children.

The Deputy Town Clerk, Play Centre Manager and our Playleader are our Designated Safeguarding Officers. The Play Centre Manager is the Special Education Needs Co-ordinator (SENCO). Our Playleader is the Early Years Co-ordinator and liaises with all other Playworkers regarding early years children attending the centre.

All children who are aged four years and are not in reception class and those aged 5 years old in reception class, will be assigned a Key Worker by our Early Years Co-ordinator. We will advise parents/carers of the key worker for their child by letter.

An up to date chart showing the child's key worker is displayed on the Parent Notice Board at the centre.

For more information see our ***JPPC POL35 Early Years Foundation Stage policy*** and our ***JPPC POL19 Key Worker policy***.

If you have any queries or concerns at any time, please speak to a member of staff at the centre when you collect your child or call the Town Council offices on 01296 425678. If you prefer to arrange a more convenient time for a meeting, please contact the Play Centre Manager at the centre or Deputy Town Clerk at the Town Hall (contact details are on the front page).

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<sup>1</sup> 3.41 "Where the provision is solely before/after school care or holiday provision children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children...."

<sup>2</sup> 3.35 For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- A least half of other staff must hold an approved level 2 qualification

## 1.5. Organisation

The Jonathan Page Play Centre is run by Aylesbury Town Council as a community service. We enjoy a close working relationship with Buckingham Park C of E Primary School, Elmhurst School, St Louis Catholic Primary School, and Thomas Hickman School to ensure continuity of care, and to maintain good communication links.

We have regular contact and meetings with the Headteacher at each school and the pastoral care and safeguarding teams.

## 1.6. Policies and procedures

The Jonathan Page Play Centre has clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of the full policies are kept at the centre and are available for parents/carers to always consult.

## 2. Terms and Conditions

### 2.1. Admission

The Jonathan Page Play Centre aims to be accessible to children and families from all sections of our local community and surrounding areas. Admission to JPPC is organised by the Play Centre Manager, Playleader and Playworkers and we use a waiting list system when the need arises.

For the After School Club, places are offered on a first come first served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

- a) Siblings of children already attending the After School Club
- b) Those requiring the greatest number of sessions/hours per week.

For the Holiday Playschemes places are available on a first come first served basis and must be booked via the online booking system.

A limited number of spaces are available for children aged 4 years and not in Reception during each Holiday Playscheme.

See our *JPPC POL02 Admissions Policy* for more details.

We require parents/carers to register on our online booking system, Magicbooking, <http://jppc.magicbooking.co.uk> before their child(ren) can attend at JPPC. This information will be treated as confidential and is stored appropriately. It is imperative that parents/carers complete all of the requested information in detail for each child and ensure that they keep the record updated and inform the staff of any alterations to the information regarding their child (e.g., contact details, medical conditions, etc.) which can easily be

done through the online booking system by clicking on “Yes” for the following question “Do you want to notify the centre about this update?”

All records held by the Jonathan Page Play Centre and Aylesbury Town Council regarding your child will be treated as confidential. However, in certain circumstances, for example if there are child protection and/or safeguarding concerns, the staff at the Jonathan Page Play Centre and Aylesbury Town Council have a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

Within each account it is possible to add all your children, make bookings and pay for the sessions.

### 2.1.1. Magicbooking accounts

Please note that we will de-active any accounts created on our booking system

- that had no bookings within one year of initial registration
- children have not attended any of our playschemes or after school club within one year since last attendance
- family moved away
- all children are 13 years of age and can no longer attend

Children on de-activated accounts will be taken off-roll in line with Ofsted requirements. Children will also be taken off-roll when they turn 13 years of age and are no longer able to attend.

You can contact us to reactive your account should you wish to make bookings again.

## 2.2. Booking Sessions

After School Club and Holiday Playscheme sessions must be booked via our online booking system. You can make bookings once you registered and completed your child’s details.

Your booking is only secure once payment has been received and you receive a confirmation e-mail. ***Sessions which have been booked but are not paid within 48 hours of booking will be automatically released by the system unless you pay by childcare vouchers/tax free childcare.*** For bookings of 2 months or more regular payment instalments can be set-up through the online booking system. Sessions must be paid for before your child attends.

On completion of each booking, parents/carers confirm that they agree to abide by our terms and conditions as laid out in this handbook. Any changes to your personal information must be notified immediately through the online booking system.

### **2.2.1. After School Club**

Bookings for the After School Club can be made up until 2.00pm on the required day.

If you require the minibus collection service (Buckingham Park School, Elmhurst School, St Louis School,) you must book the same days each week within a school term, to have a guaranteed space for your child(ren), as availability is limited. We are unable to guarantee spaces if you have different requirements each week.

A notification will be sent to all parents/carers who require collection by minibus from Buckingham Park, Elmhurst School, St Louis School, advising when the next school term is open in the system to book spaces for their child. This notification will include a deadline by when bookings need to be received. Any spaces not booked will be released and offered to parents/carers on the waiting list.

For ad-hoc, and one off, collections at the above-mentioned schools, please contact our team on 01296 336413 between 1.00pm - 6.00pm on weekdays, to check availability.

### **2.2.2. Holiday Playscheme**

Playscheme sessions can be booked up until 9 hours before the session starts. For individual sessions and weekly booked sessions payment is required at the time of booking. For sessions of 4+ weeks, payment instalments can be arranged through the booking system.

## **2.3. Fees and Payment**

Our most up to date charges are displayed on our website [aylesburytowncouncil.gov.uk/jppc](https://www.aylesburytowncouncil.gov.uk/jppc)

### **2.3.1. After School Club fees**

Drop-off session £9.20 per child per session  
Buckingham Park School £12.50 per child per day  
Elmhurst School £11.20 per child per day  
St Louis School £12.50 per child per day  
Thomas Hickman School £10.10 per child

### **2.3.2. Holiday Playscheme fees**

Full Day 8am-6:30pm £31 per session per child  
Half Day 8am-3:30pm £23 per session per child  
AM Session 8am-12:30pm £16.50 per session per child  
PM Session 12:30pm-5pm £16.50 per session per child



### 2.3.3. Payment

**Fees are payable prior to each session** by card through the online booking system, cash or card at the centre or by childcare vouchers. We accept childcare vouchers from various schemes and tax free childcare. If your childcare voucher operator is not listed on our online booking system, please do let us know and we will make the relevant arrangements.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is on holiday or on a school trip (regardless of the amount of notice given). **No refunds will be given for any cancelled sessions.**

If your child is ill, we will however, refund your payment on production of a doctor's certificate as proof of illness or injury. **No refund will be given if a child is excluded due to unacceptable behaviour.**

Please ensure that fees are paid promptly. Any sessions booked but not paid for will remain on your account as outstanding, which may prevent you from booking future sessions. If you are having difficulty paying fees, please speak in confidence with the Play Centre Manager, Playleader and/or Deputy Town Clerk.

Where there is no explanation for repeated late payment, the Play Centre Manager, Playleader or Deputy Town Clerk will contact the parents/carers to discuss payment options. The Town Clerk or Deputy Town Clerk may issue a formal warning to the parents/carers informing them that continued late payment will result in their child's place at JPPC being withdrawn.

If the fees remain unpaid after all the above options have been explored, JPPC may have to cancel the child's place. Aylesbury Town Council reserves the right to pursue any unpaid fees through the Small Claims Court.

We do not charge for bank holidays and inset days.

See *JPPC POL02 Admissions Policy* for more information

### 2.4. Deposit Payments

A deposit of 10% of the total booking value is payable when making bookings for Holiday Playschemes to secure a space for your child. The deposit must be paid no later than 28 days before the beginning of Playscheme.

We reserve the right to charge a deposit of 5% of the total booking value for After School Club bookings. The deposit must be paid no later than 14 days before the beginning of the booking.

## 2.5. Temporary changes

Please remember that we need to know if your child will not be attending JPPC for any reason. Even if you have informed your child's school, you still need to notify us at the centre by no later than 2.30pm on the day, as the school does not automatically pass this information on to us. Otherwise, this delays our school collection as we will have to treat them as a "missing child". A charge for the booked session will still be made.

If you know in advance of any days when your child will not be attending please advise any of our playworkers who will make a note or send an email to [jpplaycentre@aylesburytowncouncil.gov.uk](mailto:jpplaycentre@aylesburytowncouncil.gov.uk) In case of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found on the front page.

## 2.6. Induction

You and your child(ren) are welcome to visit the centre prior to making a booking or before your child(ren)'s first day, to familiarise yourselves with the setting and to help your child to settle in.

During your child's first session and during your visit we will cover the centre's rules and routines (including snack times, collection, children's meetings) and introduce your child(ren) to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

## 2.7. Arrival and Departure

Our staff collect children from Buckingham Park C of E Primary School, Elmhurst School, St Louis Catholic Primary School and Thomas Hickman School and escort them to the Jonathan Page Play Centre. A register is taken at each pick-up location and children are signed out when you pick-them up at the centre.

A drop-off service is also in operation for the After School Club and for Holiday Playschemes. Children must arrive with a responsible adult unless otherwise arranged (i.e., taxi service from school) and must be collected by a responsible adult, aged 18 plus (unless parental permission is given). Aylesbury Town Council accepts no responsibility for children until they arrive at the centre or are met by a member of staff.

We expect that your child will normally be collected by the people you have named on your magicbooking account under "*Collectors*". If you need a different person to collect your child on a particular day, you must notify us in advance and ensure that the person knows the collection password, you provided upon registration. We will not release your child(ren) into the care of a person unknown to us without your authorisation.

See our ***JPPC POL04 Arrivals and Departure Policy*** for more details.

The After School Club finishes at 6pm and Holiday Playscheme sessions finish at 12:30pm, 3:30pm, 5pm and 6:30pm, if you are delayed for any reason, please telephone the centre on 01296 336413 to let us know.

Latecomers will be charged a penalty payment of £5 per child, for every 15 minutes of late collection after your child's booked session has finished. This fee is to cover the costs of staff who are legally required to supervise your child. Aylesbury Town Council reserves the right to refuse bookings to persistent latecomers.

If no-one arrives to collect your child, the playworker leading the session will telephone the parents/carers or emergency contact numbers. If we cannot contact anyone to collect the child, two staff members will remain with the child up to 30 minutes - after which time First Response (Social Care) will be contacted and we will follow our ***JPPC POL20 Missing Child/Uncollected Child Procedure***.

## **2.8. Child protection**

We are committed to building a "Culture of safety" in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

As part of our ongoing safeguarding obligations, we regularly practice fire drills and lock down procedures with the children attending the After School Club and/or Holiday Playschemes.

For more details see our

- ***JPPC POL26 Safeguarding and Child Protection Policy.***
- ***ATC POL57 Safeguarding and Protecting Children and Young People Policy***
- ***JPPC POL 11 Emergency Evacuation/Closure/Lockdown Procedure and Fire Policy***

## **2.9. Equal opportunities**

The Jonathan Page Play Centre provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures, and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

For more information see our *JPPC POL12 Equality of Opportunities* and the *ATC POL16 Equalities Diversity Policy*.

## **2.10. Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. Whilst we are unable to provide 1:1 care for a child, we will endeavour to accommodate all children of all abilities, whilst working within the Jonathan Page Play Centre's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff will discuss a child's particular needs prior to booking and make reasonable adjustments where possible.

For more details on equal opportunities and special needs see our *JPPC POL12 Equality of Opportunities* and *JPPC POL27 SEND Policy*.

## **2.11. Missing children policy**

All Aylesbury Town Council playschemes, where parents/carers are not required to stay with the children, maintain an acceptable level of staff supervision as outlined in 1.4. The register is taken on several occasions during the day to check attendances - if a child is missing, staff will follow our *JPPC POL20 Missing Child /Uncollected Child Procedure*.

Following a search of the premises the parent/carer and police will be contacted. In order to maintain staffing levels, staff at the scheme will not be allowed to search off-site.

If a child attempts to leave the site unauthorised, it will be at the discretion of the Play Centre Manager or Playleader to determine the appropriate means of maintaining control to restrain the child, with the interest of safety being paramount.

## **3. General Information**

### **3.1. Behaviour (children)**

Children and staff have created rules for acceptable behaviour whilst at JPPC. These are displayed throughout the centre for everyone to see.

We have a clear *JPPC POL05 Behaviour Management Policy*, which is included in Appendix 1 of this handbook.

JPPC promotes the ethos of care, consideration and respect for everyone attending - children, staff and visitors.

We encourage appropriate behaviour through praise of good behaviour; emphasis on co-operative play and sharing; talking to children with courtesy that we expect from them and engaging children in activities.

The Jonathan Page Play Centre has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of special needs. We will try to be flexible to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from JPPC immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from JPPC. See our *JPPC POL06 Suspension and Exclusion Policy* for full details.

### **3.2. Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitors: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. JPPC is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our *JPPC POL03 Aggressive Behaviour Policy* for more details.

### **3.3. Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at JPPC we will contact you and ask you to make arrangements for them to be collected.

Please inform the Play Centre Manager, Playleader or any of our Playworkers of any infectious illness your child contracts. If your child has had sickness and diarrhoea, please do not send him/her/them to the centre for 48 hours after the illness has ceased. See our *JPPC POL01 Accident, Illness & Medication Consent Policy* for more details in Appendix 2.

### **3.4. Head Lice Policy**

Cases of head lice are frequent amongst children and are in no way an indication of personal standards of hygiene. Head lice can spread quickly and must be treated as soon as they are detected. In the interests of all staff and children, it is our policy to contact a parent/carers if live head lice are noticed on their child. The parent/carers will then be asked to come and collect the child immediately from the centre and to administer treatment. Advice on treatment is available at pharmacies. Once the child has been treated and the infestation is dead, the child is welcome to return to the play centre.

### 3.5. Accidents and first aid

Every precaution is taken to always ensure the safety of the children, and Aylesbury Town Council is fully insured. Our permanent staff are trained in Paediatric First Aid and a first aid kit is kept on the premises and in a bag for each school collection. If your child has an accident whilst in our care, you will be informed when you collect your child and asked to sign the incident form. For full details see our *JPPC POL01 Accident, Illness & Medication Consent Policy* for more details in Appendix 2.

### 3.6. Medication

Please let the Play Centre Manager, Playleader and/or Playworkers know if your child is taking prescribed medicine.

If possible, medication should be administered by the child's parents/carers. Medication can **only** be accepted if it is prescribed and in a properly dispensed container displaying a label showing the child's name, date, the type of medicine, dosage and instructions. This label must be printed by the dispensing GP or chemist. Parents/carers must include the medication information, including dosage, in the online bookings system, in the *Medical Info* section of the child's details and or by completing a Medical Consent Form.

#### 3.6.1. Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent/carer. We reserve the right to refuse to administer non-prescription medication. Any medication containing aspirin can only be administered if prescribed by a doctor. If we agree to administer non-prescription medication, then parents/carers will have to add the information to the child's details on our online booking system or complete a Medical Consent Form.

### 3.7. Outings

On occasions, outings further afield may be organised and parents/carers will be notified and details provided in advance. If parents/carers give consent for their child to take part in the activity they will have to book a space through the online booking system. It is likely that a small charge will be made to cover costs. Adequate supervision will be provided, and at least one staff member will be paediatric first aid trained. Use of the Aylesbury Town Council - Jonathan Page Play Centre minibus will be with a qualified driver, and all children will be required to wear seat belts.

### 3.8. Photographs

The Jonathan Page Play Centre registration process requests parents/carers to give their permission for their child to be photographed and filmed, these photos and videos are used only for display within the centre.

Extra permission is requested for us to use the photos and videos on social media and for marketing and publicity purposes (e.g., leaflets, website or newsletter) and historical use.

### **3.9. Lost Property**

Staff will make every effort to re-unite children with their belongings - therefore we would ask for items of clothing, bags, etc. to be clearly marked with the child's name.

Any items of lost property will be placed in the "*Lost Property*" box by the front door. Unclaimed lost property will be kept for three months after which time it will be given to a charity shop.

**Children MUST NOT bring toys, jewellery or any personal possessions into the centre for fear of loss. Aylesbury Town Council does not accept responsibility for any lost or damaged items whilst at the Jonathan Page Play Centre.**

We recommend children wear clothing and footwear appropriate to the craft and sports activities available. Whilst we encourage children to wear aprons and cover shirts when working with glue and paint, school age children are often reluctant to wear those and clothing may be marked by glue or paint. Aylesbury Town Council does not accept responsibility for clothing marked or damaged by play activities.

### **3.10. Sunscreen Policy**

Parents/carers should protect their child from the harmful rays of the sun by applying a high factor sun protection product to their child's skin prior to the arrival at the centre. We prefer parents/carers to use products without nut oil to avoid reactions from those children with nut allergies. Products containing nut oil will not be permitted on the premises. Please provide your child with sunscreen to bring to the centre for reapplication and label the bottle with your child's name. Your child must apply the lotion/oil themselves. Sun hats and clothing which covers arms and shoulders is preferable. Please urge your child to wear them outside, as without protection, we may limit your child's time in the sun. Any items of clothing should be clearly marked with the child's name.

If your child requires assistance with the application of sunscreen, please tick the relevant permission on the application form.

### **3.11. Mobile phones and cameras**

Parents/carers and visitors to the Jonathan Page Play Centre are not allowed to use a camera, mobile phone or other mobile devices whilst on the premises of the Jonathan Page Play Centre.

### **3.12. Smoking Policy**

The Aylesbury Town Council No-Smoking Policy has been developed to protect all employees, service users, customers and visitors from the exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Aylesbury Town Council wishes to provide employees with a healthy, safe and comfortable working environment.

There is to be no smoking on site or in view of children.

### **3.13. Social Media**

All JPPC staff have been strongly advised to refrain from having parents/carers/children as their friends on social networking sites to maintain professional boundaries. Please respect this request and do not send “Friend requests” to the Jonathan Page Play Centre staff.

### **3.14. Babysitting**

Jonathan Page Play Centre staff (permanent and casual) often get asked if they are available to babysit children, who attend the After School Club and Holiday Playschemes, outside of their regular working hours. Please note that all staff have been advised not to undertake babysitting duties outside of work in order to maintain professional boundaries.

### **3.15. Comments, Complaints and Compliments**

If you have any queries, comments or need to discuss matters concerning your child(ren), please feel free to speak with your child’s key person, the Play Centre Manager, Playleader, Deputy Town Clerk or any of our Playworkers.

Verbal complaints will be brought to the next staff meeting for discussion and action.

We conduct online parent and children surveys after each holiday playscheme and twice per school year for the After School Club. Parents/Carers whose child attended will receive an e-mail notification with a link to the survey. These surveys are a great opportunity to share any feedback and comments you and your child(ren) have.

All written complaints will be acknowledged within 2 working days from the day on which the complaint was received and a full written response will be given within 7 days.

A full copy of our *JPPC POL07 Complaints Policy* is available on request and is also displayed on the Parent Noticeboard within the Centre.

We welcome comments and feedback from parents/carers at any time so we can hear how you view our service.



Parents/carers wishing to make any comments during the schemes can use the comments book at the front entrance. If you wish to make a written complaint, please complete our *“If we’ve got it right or wrong……”* form.

We are required by Ofsted to collate any complaints in a folder for parents/carers to view.

You can also share any concerns with OFSTED on 0300 123 1231, open 8am - 6pm, Monday to Friday or write to:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### **3.16. Privacy Notice**

At Jonathan Page Play Centre (JPPC) we respect the privacy of the children attending the centre and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required<sup>3</sup> is erased after your child has ceased attending JPPC.

We will use the contact details you give us, to contact you via phone, email or post, so that we can send you information about your child, JPPC and other relevant news, and to communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g., to take online bookings)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

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<sup>3</sup> *We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time<sup>4</sup> so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

For more information see our *JPPC POL08 Confidentiality Policy* and *JPPC POL09 and GDPR POL05 Data Protection Policies*.

Adopted by Policy Committee	Ratified by Town Council	Reviewed	Amended	Next Review Date
13 July 2016	14 July 2016			August 2017
25 October 2017	09 November 2017	August 2017	August 2017	April 2019
10 April 2019	11 April 2019	April 2019	April 2019	April 2020
26 January 2021	11 February 2021	January 2021	January 2021	April 2022
13 April 2022	12 May 2022	March 2022	March 2022	April 2023
5 July 2023		September 2022 May 2023	September 2022 May 2023	April 2024

<sup>4</sup> We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

## Pledge to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss decisions about running the centre.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure we continue to meet your needs.

## Contact Information

### Jonathan Page Play Centre

147 Meadowcroft  
Aylesbury  
Buckinghamshire, HP19 9HH

Tel: 01296 336413

E-mail: [jpplaycentre@aylesburytowncouncil.gov.uk](mailto:jpplaycentre@aylesburytowncouncil.gov.uk)

Ofsted Registration: EY536686

### Aylesbury Town Council

Town Hall  
5 Church Street  
Aylesbury  
Buckinghamshire HP20 2QP

Tel: 01296 425678

E-mail: [info@aylesburytowncouncil.gov.uk](mailto:info@aylesburytowncouncil.gov.uk)

### First Response (Buckinghamshire's Children Social Care)

Tel: 01296 383962

Out of hours: 0800 999 7677

E-mail: [secure-cypfirstresponse@buckinghamshire.gov.uk](mailto:secure-cypfirstresponse@buckinghamshire.gov.uk)

### Early Years and Childcare Service

Buckinghamshire Family Information Service  
County Hall  
Walton Street  
Aylesbury

Tel: 01296 383065

E-mail: [familyinfo@buckscc.gov.uk](mailto:familyinfo@buckscc.gov.uk)

[www.bucksfamilyinfo.org](http://www.bucksfamilyinfo.org)

**Ofsted**

Piccadilly Gate  
Store Street  
Manchester M1 2WD

Tel: 0300 123 1231

## Appendix 1

### Jonathan Page Play Centre - Behaviour Management Policy

We believe that children and adults flourish best in a well organised environment where everyone knows what is expected of them and children are free to develop their play and friendships without being interrupted by anyone else. We aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Working in partnership with parents/carers, we aim to manage behaviour using clear, consistent and positive strategies. The Jonathan Page Play Centre (JPPC) rules are discussed regularly with the children attending After School Club and/or Holiday Playschemes and are displayed around the premises.

We give due regard to the *Equalities Act 2010* and have implemented an Equalities Policy. The Playleader and all permanent Playworkers are responsible for the children's conduct.

#### In order to achieve this, we expect

- Children to use socially acceptable behaviour.
- Staff to discuss and revise the rules with children during the children's meetings.
- All staff to ensure that the rules are adhered to at all times.
- Children to respect one another, accepting differences of race, gender, ability, age and religion.
- Parents/carers to ensure that the code of behaviour is discussed with their child/ren so that the expectation of the child's conduct is known by all concerned.
- That all adults will provide a positive role model for the children with regard to friendliness, care and courtesy by praising kindness and positive behaviour and lead by example.
- Respect for property and equipment and to bring nothing into the premises that could be harmful to the child or others. We actively discourage electrical devices, handheld games and mobile phones.
- Children to choose and participate in a variety of activities.
- Children to ask for help if needed.
- To enjoy their time at the Jonathan Page Play Centre.
- Develop their independence by maintaining self-discipline
- Children to choose and participate in a variety of activities

#### Encouraging positive behaviour

At Jonathan Page Play Centre positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour
- Sticker rewards and reward certificates

- Informing parents/carers about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending JPPC
- Promoting British Values
  - Democracy
  - Rule of Law
  - Individual liberty and mutual respect
  - Tolerance of those with different faiths and beliefs

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the JPPC will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **When children behave in an unacceptable manner**

Challenging behaviour will be addressed in a calm, firm and positive manner.

- Children will be spoken to in a manner that does not single them out or humiliate them. It will always be made clear that it is the behaviour that is unwelcome and not the child.
- Staff will discuss with the child why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff, where appropriate may allow “time-out” in a supervised situation using the thinking spot All situations will be dealt with in an appropriate manner respecting the child’s level of understanding and maturity.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- All staff will be aware that some kinds of behaviour may arise from the child’s special needs and cultural expectations. These will be taken into account.
- However, if this behaviour persists or becomes more severe, the child’s action will be recorded and/or the Playleader informed, which may result in the child being sent home for the rest of the session.
- Staff may use the red and yellow card system in case of persistent inappropriate behaviour, which is outlined below.
- The Play Centre Manager or Playleader may exclude a child at any time during After School Club/Holiday Playscheme in extreme circumstances. The decision will be made in the interests of the safety of the other adults and children at the setting. Following an exclusion, parents/carers will receive a letter from the Deputy Town Clerk and/or Town Clerk. (Please note we hope this action will only be taken as a last resort) A record of the incident will also be kept.

- We aim to work in partnership with parents/carers to formulate and agree clear strategies for dealing with persistent inappropriate behaviour and establish an understanding of the cause and ways of working with the child to ensure that their behaviour is praised and acceptable.
- We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, JPPC may decide to exclude the child in accordance with our *JPPC POL 06 Suspensions and Exclusions policy*. The reasons and processes involved will be clearly explained to the child.

### Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the Play Centre Manager, Playleader and Deputy Town Clerk will be notified and an Incident record will be completed. The incident will be discussed with the parent/carer as soon as possible. If staff are not confident about their ability to contain a situation, they should call the Play Centre Manager, Playleader or, in extreme cases, the police.

All serious incidents will be recorded on an Incident record and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our *Safeguarding policy*.

### Corporal punishment

Corporal punishment or the threat of corporal punishment will never be used at the Jonathan Page Play Centre.

We will take all reasonable steps to ensure that no child who attends JPPC receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

**Staff should use positive statements when correcting or addressing a behaviour that is not acceptable. e.g.**

*"I would prefer it if you kicked the football on the grass", rather than "Do not kick the football at the window".*

*"Would you please walk through the hall next time", rather than "Do not run inside!"*

*"Speak to me as politely as I do to you, thank you" rather than "Don't speak to me like that"*

### The Red and Yellow Card System

In cases of persistent or serious inappropriate behaviour the Play Centre Manager or Playleader will discuss the incident and the Code of Behaviour with the child, record the details and issue a yellow card. Parents/carers will be spoken to by the Play Centre Manager or Playleader at the end of the day when a yellow card has been issued. We find



that the yellow/red card system is a simple method for children to understand when acceptable limits have been exceeded.

The yellow card is a formal warning that any further unacceptable behaviour will result in a red card being issued. At the issue of the red card the parent/carers is contacted and informed of details of the child's unacceptable behaviour. The parent/carers will be asked to make arrangements for their child to be collected as soon as possible.

### **Good/Bad Rules**

- Be kind, helpful and aware of others' feelings
- Have fun and make new friends
- Don't say anything nasty - say something nice
- Sit down when you eat or drink and don't chew gum
- Be safe and be seen
- Be patient and listen
- Respect each other
- Respect the equipment (share and take care)
- Respect the staff

## **Good Practice - Staff Guide for Behaviour Management**

### **Definitions**

#### **Time Out**

If a member of staff enforces this situation the staff member must be responsible for timing and supervision and ensure they feedback/follow up with the child.

Each staff member will determine how time out is taken and how long. The child is removed from the activity and allowed to sit on the "Thinking Spot" and observe for an average of 5 minutes. At the end of the time period the child is given time to discuss the situation to ensure that the child has fully understood and then returns to the group.

#### **Shouting**

Adults should not shout or raise their voices in a threatening way unless it is to prevent an incident/accident occurring. Adults should act as role models and demonstrate that discussion and negotiation achieve better results.

#### **Forfeits**

Are used if a child displays an undesirable behaviour such as being cheeky, rude or unhelpful, forfeits should be fun or used in a way that the child learns right from wrong and not as a punishment. They can include helping tidy away drinks, showing others how to play games, telling/showing other children how to use techniques in games.

## **ALWAYS FOLLOW A NEGATIVE WITH A POSITIVE**

### **Praise**

86 ways to say “Well done” - please see Appendix 1

### **Stickers**

JPPC have a variety of stickers praising “working together”, “I helped”, “good team effort”, “really kind”, “I’m a good sport” etc.

### **Certificates**

At JPPC we have a selection of certificates that can be given out to children who have been kind, helpful etc.

PLEASE use them and watch the child glow with pride. This actively encourages children to improve their behaviour in order to receive a sticker.

### **Related Policies**

- JPPC POL12 Equalities Policy
- JPPC POL06 Suspension & Exclusions Policy

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Managing behaviour [3.52-3.53].*

## Appendix 1

### 86 ways to say, 'well done!'

1. Good for you!	44. You must have been practicing!
2. That's really nice	45. Nice going
3. Superb	46. Great!
4. That's the best ever	47. You've got your brain in gear today
5. You did that very well	48. Keep working on it...You're getting better
6. That's great!	49. Now you've got the hang of it
7. You've got it made	50. You remembered!
8. Way to go!	51. WOW!
9. Terrific	52. That kind of work makes me very happy.
10. That's the way to do it!	53. Wonderful!
11. That's not bad!	54. You're really working hard today
12. That's quite an improvement	55. You're getting better every day
13. Couldn't have done it better myself	56. That's what I call a fine job!
14. Good thinking	57. You're learning fast
15. Marvellous	58. I knew you could do it!
16. You really are going to town	59. You make it look easy
17. You're doing fine	60. I'm very proud of you
18. Keep up the good work	61. That's a good boy/girl
19. You're really improving	62. One more time an you'll have it
20. That's it!	63. That's very much better
21. You're on the right track now!	64. Fine!
22. That's better	65. Super!
23. Now you've got it figured out	66. That's good
24. You haven't missed a thing	67. You did lot of work today
25. Outstanding!	68. Good job
26. Fantastic!	69. Keep it up!
27. That's coming along nicely	70. You really make this fun
28. You outdid yourself today	71. You've got that down pat
29. I know you can do it	72. Good remembering
30. You're doing a good job	73. Congratulations
31. Good work	74. Nothing can stop you now
32. That's the right way to do it	75. Exactly right!
33. You figured that out fast	76. You are doing much better today
34. That's better	77. Nice going
35. I think you've got it now	78. Keep on trying
36. Right on!	79. Excellent!
37. I'm proud of the way you worked today	80. You are really learning a lot
38. Well, look at you go!	81. Sensational!
39. Tremendous!	82. You've just about got it!
40. That's the best you've ever done!	83. You're doing beautifully
41. You certainly did well today	84. I've never seen anyone do it better
42. That's RIGHT!	85. You've just mastered that!
43. Perfect!	86. You are very good at that.

## Appendix 2

### Jonathan Page Play Centre - Accident, Illness and Medication Policy

At Jonathan Page Play Centre we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the child's details section in the online booking system when joining the After School Club and/or Holiday Playscheme, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record or Personal Injury Accident Form as appropriate, which the parent/carer will be asked to sign when they collect the child.

#### Illness

Children should not attend After School Club or Playscheme, if they have been absent from school that day or not been well in the morning, due to illness and/or if the child is infectious (*see table of infectious diseases included in this policy*). If the child has been vomiting or had diarrhoea, at least 48 hours should have elapsed since the last attack. If the child becomes unwell during a session the Play Centre Manager or Playleader will determine whether parents/carers should be called to collect the child. To prevent the spread of infection the child will be monitored in a quiet area away from the other children until collected.

#### Existing Injuries

Children with injuries will not normally be accepted, parents/carers must inform the Play Centre Manager or Playleader if their child has suffered an injury prior to attending the Playscheme/After School Club and a risk assessment of the injury will be carried out. If the child is prevented from attending the scheme the refund policy will apply.

## First Aid

Jonathan Page Play Centre has several designated First Aiders. A list of the current qualified First Aiders is on display at the Parent's Notice Board in the entrance area of the centre.

The designated First Aiders have a current first aid certificate and have attended a 12 hour paediatric first aid course, which complies with the requirements of Annex A of the Early Years Foundation Stage (EYFS). First aid training will be renewed every three years.

Qualified first aiders are present and available at all times when the After School Club/Playscheme is running. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident. The location of the first aid box and a list of qualified first aiders are clearly displayed at the centre. The Play Centre staff regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the *Health and Safety (First Aid) Regulations 1981*.

We seek permission to administer emergency first aid and this is recorded by the parent/carer on children's registration in the online booking system and/or on a Medical Record Form - parents will always be informed of any accident or incident that requires emergency first aid as soon as possible.

The Play Centre Manager or Playleader will ensure that a first aid kit is taken on all outings and school pick-ups and that at least one member of staff on the outing holds a current paediatric first aid certificate.

### Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent/carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent/carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent/carer will be asked to collect the child as soon as possible.
- An Incident/Personal Injury Accident Form will be completed outlining the incident and what first aid treatment was provided. The form will be shown to parents who must sign the form, which will then be kept on file.

## **Procedure for a major injury or serious illness**

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical information with them and will consent to any necessary treatment (as approved by the parents/carers on the Medical Form in the online booking system).
- We will contact the child's parents/carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.
- After a major incident the Town Clerk, Deputy Town Clerk, Play Centre Manager, Playleader and Playworkers will review the events and consider whether any changes need to be made to the centre's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care, and of the action taken, as soon as reasonably possible and within 14 days at the latest.
- We will notify Ofsted, Child Protection Agencies, Health & Safety Executive (HSE) under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc. - see the HSE website for a full list of reportable injuries), and act on any advice from those agencies.

## **Communicable diseases and conditions**

Cases of head lice are frequent amongst children and are in no way an indication of personal standards of hygiene. Head lice can spread quickly and must be treated as soon as they are detected. In the interests of all staff and children, it is our policy to contact a parent/carers if live head lice are noticed on their child. The parent/carers will then be asked to come and collect the child immediately from the centre and to administer treatment. Advice on treatment is available at pharmacies. Once the child has been treated and the infestation is dead, the child is welcome to return to the Play Centre.

Other parents/carers will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Jonathan Page Play Centre premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the After School Club/Playscheme the Deputy Town Clerk and/or Play Centre Manager will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the After School Club/Playscheme, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

## Useful contacts

Health Protection Unit: [0344 225 3861 option 1 to 4 depending on area then option 1](tel:03442253861)

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

## Medication

If possible, medication should be administered by the child's parents/carers. Medication can only be accepted if it is prescribed and in a properly dispensed container displaying a label showing the child's name, date, the type of medicine, dosage and instructions. This label must be printed by the dispensing GP or chemist. Parents /carers must include the medication information, including dosage, in the online booking system, in the *Medical Info* section of the child's details or by completing a *Medical Consent Form*.

### Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent/carer. We reserve the right to refuse to administer non-prescription medication. Any medication containing aspirin can only be administered if prescribed by a doctor. If we agree to administer non-prescription medication the parents/carers will have to add the information to the child's details in the online booking system or complete a Medical Consent Form.

Any medication which has been administered will then be recorded with the Play Centre Manager and parents/carers sign to acknowledge being informed of times and dosage.

Playworkers will place any medication received in a plastic pouch, which is clearly labelled with the child's name. All medication pouches are securely stored in the kitchen by the First Aid cabinet.

Before any medication is given, playworkers will:

- Check that we have received written consent via the magicbooking system or via a completed Medical Consent Form.
- Ask another member of staff to witness that the correct medication and dosage is given.

When the medication has been administered, playworkers must:

- Record all relevant details on the *Medication Record Sheet* and get the Play leader leading the session to countersign the form.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given when they pick up their child.

If a child refuses to take their medication, staff will not force them to do so. The child's parent/carer will be notified, and the incident recorded on the *Record of Medication Given*.

A child's parent/carer must update the Medical Info in the online booking system or complete a new Medical Consent Form if there are any changes to a child's medication (including change of dosage or frequency).

## **Epi-pens**

Parents/carers should ensure when booking, that their chosen scheme has a member of staff trained to administer epi-pens. Bookings for children requiring epi-pens for allergies will not be taken where trained staff are not working. Parents/carers will be required to include the Epi-Pen information in the online booking system in the *Medical Info* section of the child's details or by completing a Medical Consent Form.

An emergency box containing the epi-pen should accompany younger children. This box will be kept alongside the first aid box in the kitchen in a pouch clearly labelled with the child's name and all trained staff will be aware of its location. Epi-pens must have a dispensing label as with other medications.

## **Inhalers**

Inhalers are designed to be self-administered however our first aid trained play staff can assist children who are experiencing difficulties. Inhalers must have a dispensing label as with other medications and the information must be included in the Medical Info section in the online booking.



All medication, epi-pens and inhalers should be given to the playworker taking the register on arrival at the centre.

### **Rectal Valium**

Staff are not trained for administering rectal valium, in the event of a seizure, an ambulance will be called. Parents/carers should be aware that the average response time for an ambulance in Buckinghamshire is 8 minutes.

### **Splints**

Our staff are not trained to remove or replace splints to arms and legs. Parents/carers should be aware that this may exclude the child from certain activities. (e.g. Climbing frames Please include the information in the medical section of your child's details in the online booking system if you feel your child is capable of removing or replacing his/her splints.

### **Any other medical conditions**

**We are unable to accept any child at the After School Club or Holiday Playscheme where the staff are not trained to cope with the child's special medical condition. Long term conditions**

If a child suffers from a long-term medical condition we will ask the child's parents/carers to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that all staff members can have a clear statement of the child's medical requirements.

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46] Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.50-3.51], Food and drink [3.49] and Annex A: Criteria for effective PFA training, [p36].*



# JONATHAN PAGE PLAY CENTRE

## Medical Consent Form

*All medication, epi-pens and inhalers should be given to the Playworker taking the register on arrival at the scheme*

**AYLESBURY  
TOWN COUNCIL**

Child's Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ AGE: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

### EMERGENCY FIRST AID

I give consent for Emergency First Aid to be administered in case of an accident **YES / NO**

### MEDICATION

Details of medication (e.g. timing, dosage, before/after food, expiry date, etc.):

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I can confirm that this is a prescribed medication

**Please note:** *if a child has been prescribed medication (e.g.: ear/throat infection) we would presume that they are unwell and should not attend Playscheme or After School Club. If a child is thought to be unwell entry to the Playscheme shall be at the discretion of the Playleader. If medication is necessary for other reasons, please discuss with Playleader. All medication including inhalers must be in original containers showing doctors/pharmacist instructions. Please only send the amount of medication required. Medication must be handed to the person registering the children or the Playleader who will insure that it is kept in a safe place. A record of any medication given will be kept for your signature on collection of your child.*

### SPLINTS

I can confirm that my child is able to remove or replace his/her own splints

### ANAPHYLAXIS MEDICATION

My child is allergic to: \_\_\_\_\_

Signs to watch out for: \_\_\_\_\_

**Please note we have been advised by a school doctor that it is good practice to attach a photo of the child for identification purposes. Please bring this along to the scheme with the child's epi-pen. Thank you**



I Mr/Mrs/Ms \_\_\_\_\_ *(please print name)* have read the ACCIDENT & MEDICATION CONSENT POLICY overleaf and authorise a member of Jonathan Page Play Centre staff to administer the above. I confirm I have provided all relevant information in the My Play Service booking system and/or on this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Parent/Carer*

## Minimum Exclusion Periods For Infectious Conditions and Diseases

Disease / Condition	Exclusion period	Comments
Chicken Pox	Five days from the onset of rash and all vesicles (spots) have crusted over	
Cold Sores (Herpes Simplex)	None. Avoid contact with sores	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak occurs, consult your local HPT
Diarrhoea and Vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria*	Exclusion is essential. Always consult local Health Protection Team	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (Influenza)	Until recovered	Report outbreaks to your local HPT
Glandular Fever	None	
Gastro-enteritis E. Coli Food Poising Salmonella Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children	
Hand, Foot and Mouth disease	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Headlice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B* and C* HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual

		contact. Contact your local HPT for more advice
High temperature	24 hours	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotics treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Influenza	Until recovered	
Measles*	4 days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP
Meningococcal meningitis*/ septicaemia*	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
Molluscum contagiosum	None	
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	5 days from onset of swollen glands	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.
Pediculosis (lice)	None	
Pertussis* (Whooping cough)	2 days from commencing antibiotic treatment or 21 days from onset of symptoms if antibiotic not given	Preventable by vaccination. After treatment, noninfectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

Ringworm	Exclusion not usually required	Treatment is needed
Rubella* (German Measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Slapped Check, Fifth Disease	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children	
Warts (including Verruca)	None. Verruca sufferers should keep feet covered.	Verrucae should be covered in swimming pools, gyms and changing rooms

***\* denotes a notifiable disease i.e. it is a statutory requirement that doctors report a notifiable disease to the appropriate authorities.***

If in any doubt contact local health service for further information.

The Jonathan Page Play Centre will always be guided by the most up to date information provided by the Government in the [“Health Protection in Schools and other childcare facilities”](#)