Premises
The Milford Morning Club occupies designated space within the Milford schools campus between 7.45 and 8.55 on each weekday term-time only. The designated space is as agreed with the Governing Body of Milford Junior School and is shown as “hatched” on the attached plan.

Supervision
The pupils in the designated space at the Club are looked after by appropriately qualified and trained staff. In line with current guidelines there is at least one NVQ Level 3 member of staff supervising each day and at least two thirds of the remaining staff are NVQ Level 2 qualified. During the time that the club operates the staff are responsible for the health, welfare and monitoring of the children. In the event of any child moving out of the club area to either the kitchen or the toilet facilities they are accompanied by a designated Play Worker who is responsible for the safe passage of that child.

Any person entering the designated club area other than a member of staff/approved volunteer of the club is identified by the supervision staff. In the event that person fails to provide identification or an acceptable reason for their presence, that person shall be asked to leave the club.

The presence at the club of any unidentified or unauthorised person is notified to one of the Play Leaders on duty who has responsibility for escalating the trespass of that person to the appropriate authority.
**Attendance**

The Milford Morning Club maintains a register of all children enrolled in the club together with the days and times of normal attendance. The daily register is compiled via 1) a week in advance booking service and 2) late availability bookings advised via the club’s email and mobile phone facilities.

Children are brought to the doors of the Milford Junior School hall by a parent/carer in order for them to be booked into the club each morning. All other school entrances are locked and gated so the hall doors are the only point of entrance to the club.

**UNDER NO CIRCUMSTANCES ARE UNACCOMPANIED CHILDREN ALLOWED TO SIGN INTO THE CLUB - PARENTS/CARERS MUST NOT DROP THEIR CHILD OFF & LEAVE THEM TO WALK UNATTENDED ON THE SCHOOL PREMISES**

On arrival at the hall doors, staff check-in all children and ensure the attendance of all children booked in for that session. In the event of any discrepancy arising or absences the Play Leader has responsibility for conducting the absence protocol as stated in the Missing Child Procedure.

**Collection**

Only authorised staff are permitted to take children to their designated playgrounds once the session is over. Play Workers from the club sign each of the children out of the session (time and signature) and then take them to their respective playgrounds in time for the start of the school day. Authorised staff from the Infant School escort the Infant School pupils to their appropriate playground.
Security, Health and Safety

The sole point of access to parents and authorised persons to the Milford Morning Club is the Junior School patio doors next to the main school reception. The entrance internal door remains locked throughout the session and access through the same shall only be permitted to identified persons.

A named Play Worker/Play Leader conducts a daily visual safety check for the club’s designated area prior to the attending children arriving at the club. In the event of any safety issue being identified the same shall be remedied or removed as soon as possible. In the event any such issue cannot be resolved children shall be excluded from the area affected. Any safety issue identified shall be notified to the Play Leaders who make a written record of the same and notify the Premises Manager or School Business Manager.

Emergency

In the event of any emergency arising of whatsoever nature, the following procedure shall be followed:-

- Play Leaders are notified immediately and have responsibility for conducting evacuation procedures in line with the main school Fire Policy and Business Continuity Plan;
- Emergency alarm sounded;
- All children accompanied by staff to the Junior School playing field by the safest, most direct available route;
- A register of children is taken;
- In the event a child is found to be missing the Missing Child Procedure is followed;
- All children remain under supervision on the Junior School playing field until the emergency all-clear is confirmed;
- If, at any time, the designated area is unsafe parents/carers, authorised personnel are contacted to collect the children and take them to a place of safety.