

Important Child Safety Policies/ Guidelines for the Paper Class Centre and Assessment Centre Stanley Park High School - Damson Way, Carshalton, Surrey SM5 4NS

PAPER CLASS STRUCTURE:

- Parents/Carers use the community entrance via blue gate (Map attached)

ARRIVALS:

- Parents/Carers are requested to drop off their child **TEN MINUTES** before the lessons start.
- On arrivals Parents/Carers bring their child into community entrance and hand over the child to a member of staff.
- On arrivals Parents/Carers are solely responsible for dropping their child at the community entrance and AtoZ Educational services will not be responsible for any accidents and incidents which take place in the process.

DEPARTURES:

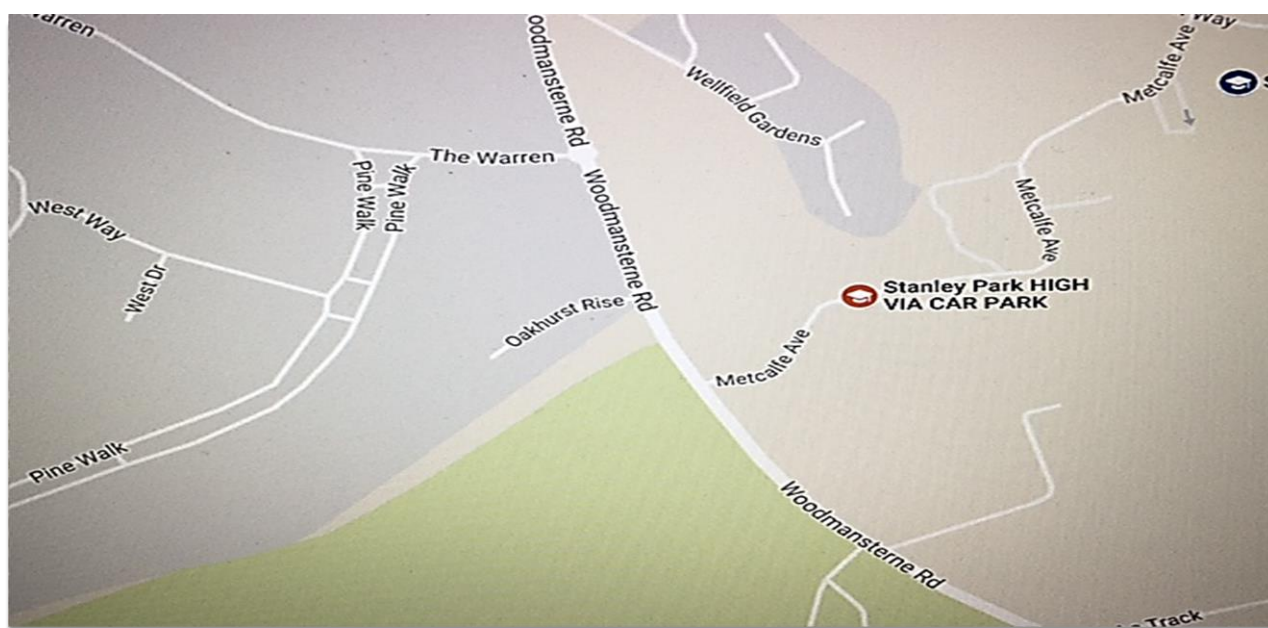
- At the end of the session, the children are all gathered together in the Paper Class centre. Parents/Carers will give their child's name to a member of staff and wait until the child arrives.
- Any Parent/Carer who wishes to get feedback should queue up in the 'Feedback Queue' and wait for their turn to be called.
- Parents/Carers will expressly notify a member of staff when dropping their child if there are any changes to the person collecting a child. (e.g. A friend/relative/neighbour collecting their child)
- Parents/Carers are solely responsible for picking up their children after the Paper Classes and AtoZ Educational services will not be responsible for any accidents and incidents which take place in the process.

Parking at Stanley Park High School

Parents are **strongly** advised to use the School Car Park which can be accessed via Metcalfe Avenue.

Please be aware that Metcalfe Avenue is a **new road** and you may have difficulties to locate it.

Please use the Postcode - SM5 4AN (This is the Post Code for Oaks Sports Centre Golf Course, which is located in Woodmansterne Road. Metcalfe Avenue is opposite to the Golf Course)



HEALTH and SAFETY

First Aid Kit

A First Aid Kit is kept in our Paper Class Centre.

Accidents and Injuries

Accidents and injuries are recorded in AtoZ Educational services- Accident Book. Parents are requested to sign this book when they are informed about accidents, incidents, injuries and exceptional events which have happened to their child and the action that was taken.

Hospital Treatment

When this is necessary a member of staff will telephone the Parent/Carer and an ambulance. If the parent or the other person stated in the Parent Consent Form cannot get to the Paper Class Centre in time a member of staff will not accompany the child to hospital, instead they will be handed over to the medical team. Efforts will continue to be made to summon the parent to hospital.

Emergency Evacuation Procedure

If there is a fire, gas leak, bomb or similar need to evacuate the building the children will be lined up by the fire exit door which are situated through the main doors of each hall and community entrance.

Toilet Breaks

Parents/Carers are advised and are responsible to accompany their children to the toilets prior to the Paper Class, however if a child needs to use the toilet during the Paper Class session they could use it safely. We have two CRB checked parents supervising children during toilet breaks. Parents/Carers should not be alone in the toilet area with any children, except their own.

CCTV Cameras

We have installed CCTV Cameras (only in the teaching area) for the safety and protection of children. The recordings will be deleted after a suitable time in accordance with privacy legislation and our data protection and privacy policy. A copy of the data protection and privacy policy can be found on our website or available on request.

If parents have any queries based on the details in this health and safety pack, please do not hesitate to contact the tutor Mr. Bala Sivaraman on the following number or email address.

0208 9355 604

bala@atozeducationalservices.com

AtoZ Educational services will be providing Paper Classes under the following conditions:

- I (Parent/Carer) understand that I am responsible for payment of all fees, when they are due. Paper Class fees are **not refundable or transferable**
- I (Parent/Carer) have read and clearly understood and consent to the measures involved in Health and Safety policies implemented by AtoZ Educational services.

**Important Child Safety Policies/ Guidelines for the Teaching Centre
Wallington United Reformed Church
Stanley Park Road, Wallington. SM6 0EU**

ARRIVALS:

- On arrivals Parents/Carers drop their child to Coverdale Room, which is situated on the first floor.
- On arrivals Parents/Carers are solely responsible for dropping their child to Coverdale Room and AtoZ Educational services will not be responsible for any accidents and incidents which take place in the process.

DEPARTURES:

- At the end of the session, Parents/Carers should wait outside the Coverdale Room entrance and collect their child.
- Parents/Carers are solely responsible for picking up their children after the teaching session and AtoZ Educational services will not be responsible for any accidents and incidents which take place in the process.
- Parents/Carers will notify the tutor Mr. Bala Sivaraman when dropping their child if there are any changes to the person collecting a child. (e.g. A friend/relative/neighbour collecting their child)
- If a child is not collected after the teaching session the child and the tutor Mr. Bala Sivaraman will be waiting downstairs in the coffee lounge till the Parents/Carers arrive.

HEALTH and SAFETY

At AtoZ Educational services, we aim to build a 'Culture of Safety' within our teaching environment.

Teaching Centre Setting

Only the tutor Mr. Bala Sivaraman and other children (9 years/10 years, 5 or more) will be present in the teaching class. The tutor Mr. Bala Sivaraman has an Enhanced Disclosure which was provided by the Umbrella Body- Sutton and Merton Disclosure Service, Merton Civic Centre, London Road, Morden. SM4 5DX.

First Aid Kit

A First Aid Kit is kept in our teaching centre (Coverdale room) and additional Kits are available in the coffee Lounge, hanging on the wall to the right of the coffee bar and also in the upstairs kitchen, over towards the outside door.

Accidents and Injuries

Accidents and injuries are recorded in both AtoZ Educational services- Accident Book. Parents are requested to sign this book when they are informed about accidents, incidents, injuries and exceptional events which have happened to their child and the action that was taken.

Hospital Treatment

When this is necessary a member of staff will telephone the Parent/Carer and an ambulance. If the parent or the other person stated in the Parent Consent Form cannot get to the Paper Class Centre in time. The tutor Mr. Bala Sivaraman will not accompany the child to the hospital; instead they will be handed over to the medical team. Efforts will continue to be made to summon the parent to the hospital.

Emergency Evacuation Procedure

If there is a fire, gas leak, bomb or similar threat which requires an evacuation of the building, the children will be lined up and be taken out via the fire exit doors in the coffee lounge. The other fire exit doors are situated:

- By the pre-school toilets.
- In the kitchen upstairs.
- In the main hall and the main doors from the church.

Toilet Breaks

Parents/Carers are advised and are responsible to accompany their children to the toilets prior to the teaching session, however if a child needs to use the toilet urgently during the teaching session the child will always be accompanied by the same gender child. Parents/Carers should not be alone in the toilet area with any children, except their own.

CCTV Cameras

We have installed CCTV Cameras (only in the teaching area) for the safety and protection of children. The recordings will be deleted after a suitable time in accordance with applicable privacy legislation and our data protection and privacy policy.

If parents have any queries based on the details in this health and safety pack, please do not hesitate to contact the tutor Mr. Bala Sivaraman on the following number or email address.

0208 9355 604

bala@atozeducationalservices.com

Fees

- I (Parent/Carer) understand that I am responsible for payment of all fees, when they are due. I also understand the fees paid is for five/six consecutive weeks and this **cannot be transferred to another day and is not refundable under any circumstances.**
- I (Parent/Carer) understand that if my child wishes to discontinue the Paper Classes after the consecutive weeks, I have to send an email to info@atozeducationalservices.com, if not my child will be charged. If I wish to continue again, I need to call and check for availability before I make the payment for the next five/six slots.