



Out of School Hours Child Care Manual

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Introduction

This Manual aims to provide you with essential information with regard to:

starting up an Out of School Hours Child Care Facility and what is required to become registered with Health and Social Services Trusts.

Underpinning the above is the principle that the child's safety and wellbeing will be paramount.

It will outline the legal requirements for registration of Out of School Hours Child Care facilities, the process for registration and provide guidance on good practice. Each Health and Social Services Trust has its own mechanisms/processes for carrying out its statutory functions, so it's important you work closely with the Early Years Team. If there are aspects of this document which you require further clarification please contact your local Early Years Social Worker or PlayBoard Development Officer (see Appendix II for contact details).

This Manual will signpost you to documents or organisations which will be able to provide advice and guidance on recruiting staff and policies and procedures.

This Manual was written by Down Lisburn Childcare Partnership on behalf of the Eastern Childcare Partnership, in consultation with PlayBoard and the four Health and Social Services Trusts.

Section 1: Starting Up: Requirements for Registration



Starting Up and Registration Requirements

Definition

For the purpose of this Manual, Out of School Hours Child Care Facilities shall, from this point forward, be known as OOSHCC facilities.

OOSHCC facilities provide care and play opportunities for children of primary school age. They normally operate after school from 2.00pm - 6.30pm, however, breakfast clubs are becoming more popular where children can be left at the OOSHCC facility prior to school commencing.

During school holidays OOSHCC facilities can run full-time or part-time holiday schemes, depending on the needs of the child and parents. They are not open access.

Legal Requirements for Registration

The Children (NI) Order 1995 (Part XI) places a duty on all Health and Social Services Trusts to register all premises within its area where children are cared for out of their own home by a person whom they are not related, for more than two hours in any one day. This applies to both domestic and non-domestic premises and regardless whether or not payment is made.

Main Purposes of Registration

- To protect children
- To provide reassurance to persons using Early Years services
- To ensure that providers of Early Years services do so within an agreed framework

Responsibility for registration and inspection rests with each Trust, whose staff are authorised to enter and inspect premises used for the care of children, to ensure standards are being met and that children are being given proper care. An Early Years Social Worker will carry out formal annual inspections. The Trust has the right to refuse or withdraw registration if an Early Years facility does not meet the requirements laid down by the Trust.

A Certificate of Registration must be displayed during the OOSHCC sessions and the requirements set out in the Certificate are legally binding. It is recommended that this section of the Manual is used in conjunction with the document "Guidance and Regulations Volume 2 - Family Support, Childminding and Day Care" which can be obtained from the Stationery Office Ltd, Chichester Street, Belfast, and "DHSS&PS Quality Standards for Children's Services for Under 12's" which can be obtained by contacting the Social Services Inspectorate (see Appendix II for contact details).

Prior to Registration

When thought is being given to setting up an OOSHCC facility it is important for those involved in the first instance to complete an assessment of need in the proposed area where the OOSHCC facility is to be situated (for information on how to complete an assessment of need see Appendix I). Secondly, make contact with the relevant Health and Social Services Trust - see Appendix II for contact details.

The purpose of this is to obtain as much information as possible about running an OOSHCC facility and to familiarise themselves with the Trusts' requirements for registration and to discuss plans and proposals.

At this stage the applicant will be advised to consult with the Department of Environment Planning Division to seek approval for their plans (if necessary). Registration will not proceed until Planning Permission is granted (if required).

Copies of plans should be submitted as soon as possible to the relevant Early Years Team for comment. Before work should commence approval must be obtained from the following:

- Northern Ireland Fire Authority
- Building Control
- Local Council Environmental Health Department
(this may differ from Trust to Trust)

Approval/Certificates from the above agencies will be required before registration can proceed and copies will be maintained on the Registration File.

Section 2: Registration and Process



Registration and Process

The Registration process formally begins on the submission of an "Application to Register" form from the relevant Trust and receipt of Planning Permission from the Department of Environment.

Before You Can Open an OOSHCC Facility

The Trust has to be satisfied as to the standards of care the children will receive. These standards are concerned with:

- Suitability of staff, volunteers/helpers.
- Safety and suitability of premises and equipment.
- Quality of play provision and care.

"Fitness" - Suitability of Staff

The Trust must satisfy itself that the "person in charge" is a fit person, as are any other persons living or working on the premises, to be in the proximity of the children under 12 years.

All persons having responsibility for the care of (or anyone who is likely to be in close proximity to) the children must satisfy certain requirements as to their health and general suitability.

Pre-employment checks under the Protection of Children and Vulnerable Adults (N.I.) Order 2003 (POCVA) must be carried out. These are completed by PSNI and DHSS&PS, additionally social services, health and personal references will be taken up in respect of all owners, managers and assistant managers. Birth and Marriage Certificates will be checked to ensure accurate details are transferred onto the Protection of Children (POC) form. With the exception of the POC form a copy of these documents will be retained on the registration file.

P.O.C. and Health and Social Services checks will be taken up in respect of all other care and support staff, e.g. drivers. It is expected that the owners/managers will have sought child care specific references in respect of **all** their staff.

Applications for vetting and health checks must be made and completed prior to each person's commencement of employment.

Good Practice

It is important employers should ask applicants about their employment history and to account for any gaps. Follow up references in writing. Ask former employers about the reason employment ended, particularly the most recent employer, and explore any significant gaps in employment. Consider looking for photographic identification, checking any qualifications claimed and Birth and Marriage Certificates. Ask the applicant if they are a disqualified person under the Disqualification for Caring for Children Regulations (Northern Ireland) 1996.

For more details on staff please refer to Section 3 Staffing and Qualifications.

"Fitness" of Premises

It is important that all premises have been checked by the Northern Ireland Fire Authority and, where appropriate, the Department of Environment Planning Division, Building Control and Environmental Health. All staff should be vigilant of any hazards which might cause concern or constitute a hazard to the health and safety of the children in the facility.

Accommodation

Children are responsive to their physical environment and the premises in which they are cared for should be:

- welcoming
- clean
- warm
- adequately ventilated
- light
- relaxing

Accommodation for all children should preferably be at ground floor level as this facilitates easier and speedier evacuation in the event of an emergency. It is also considered that ground floor accommodation leads to better management and supervision of children.

Where it is not possible to accommodate all children on the ground floor the Trusts will seek assurances from the Northern Ireland Fire Authority that the premises can be speedily evacuated, taking into account the numbers of children and number of staff on duty. The rooms used by the children should normally have easy access to ample outdoor space. Some Trusts recommend at least 100sq feet/9sq meters per child. If no such space is available a public park can be used for children to play (with parental consent). The play area should be free of hazards and a Risk Assessment applied.

Car parking should be easily accessible. Access to the premises should ensure that unauthorised persons cannot obtain direct access to the children.

Space Requirement

The maximum number of children registered to be attending the OOSHCC facility will be determined by the amount of available play space, the number of staff employed, the number of children's toilets available and the needs of the children. In an OOSHCC facility that includes several groups, each group is self-contained and the size of the self contained group should never exceed 30 children.

A minimum of: **25sq feet – 2:3 sq meters is required for each child.**

Basic Accommodation Needed

Each facility should ensure that the following rooms are provided to accommodate and facilitate the needs of the children and staff using the premises:

Porch

This should provide a welcoming introduction to the family. Community and parents' notice boards should be in place.

Office

The office would accommodate essential data regarding the children and would be occupied on occasion by the person in charge of the OOSHCC facility. A telephone must be installed.

The First Aid Box should be kept in the office (see Appendix IV for the Recommended List of Contents of the First Aid Box), it should be lockable and out of the reach of children. Notice boards with rotas should be in place, fire drill procedure etc, snack menus (lunch menus during holiday periods) should also be provided and available to all parents and inspectors. All keys should be clearly labelled on a board or cupboard.

Children's Room

The room/s should normally have easy access to the outside play area. If the self-contained group should vary in age, the children should be separated by age in distinct areas of play, in sub groups which should not normally exceed 10.

It is an advantage to arrange room/s so that all the children can, on occasion, join up when this is in the interest of the group. The room should be large enough to give scope for free movement and opportunities for safe, energetic play. It also should include a cosy corner with an adult settee where children can relax, watch a television programme or read.

Rooms should be heated within the temperature range 18°C to 21°C depending on the age and mobility of children. Arrangements for a temporary bed should be available if a child is feeling sick or tired.

Toilets and Wash Basins

The need for supervision should be taken into account when planning the position of the toilets for children. There should be separate toilet facilities for boys and girls where possible. Unless impracticable, toilet facilities for children are designated solely for their use. Where toilet facilities are shared with others, arrangements should be in place to ensure children's privacy and safety. A disabled toilet must be available. For each group of 10 children there should be the following:

- 1 toilet
- 1 wash hand basin
- 1 container for disposal of paper towels
- paper towels
- liquid soap

For staff toilets - where possible 1 toilet and 1 wash basin is required for every 8 staff. Liquid soap and paper towel dispenser should be provided.

Staff Accommodation

Staff who are employed full-time should be provided with an area where they can relax for a time during lunch and return to the task refreshed. There should be secure storage for staff personal belongings. Tea and coffee making facilities should be available. The size of the kitchen, including storage, should be large enough to provide adequate space for the preparation of food, dependent on the number of children attending. This room should have natural light and ventilation. However, it is the view of the Trust that the Environmental Health recommendations regarding kitchen and stores must be adhered to. Children should not be permitted into the kitchen area unless as part of a supervised activity.

Equipment Store

An equipment store must be provided as well as partial shelving in the playroom. This should be made accessible to children in a way that enables them to choose freely from it. The store will also house the larger play equipment.

Stores

A store cupboard for domestic equipment will be required.

Outdoor Play

Adequate floor space should normally be provided. It is recommended that this should be 100sq feet (9sq meters) per child. The OOSHCC facility should have easy access to play space. It is recommended the outdoor play area should be closed, safe, well maintained, secure and exclusively for the use of the children when the facility is operating.

Children should have access to this daily - all year round. Storage may be required for large outdoor equipment. As stated earlier, if an outside play area is not available, local parks and other areas may be used; the play area should be checked prior to use.

Furniture and Equipment

There should be a sufficient number of suitable chairs and tables to enable children to play and eat together.

Furniture should be light, easy to move, easy to clean and in good repair. Low storage units should ensure that the children have easy access to the equipment. All furnishings and floor coverings should be of a washable type, including carpet. All furnishings must be flame retardant and, where applicable, conform to BSEN standards. For toys and equipment these should, where applicable, adhere to the Toys (Safety) Regulations.

Section 3: Staffing and Qualifications



Staffing and Qualifications

All OOSHCC facilities must have a suitably qualified and experienced person in charge at all times. This person will be responsible for the day-to-day management of the facility. The person in charge may be the person in charge of the Day Nursery if the OOSHCC provision is attached to one.

In the case of full day care holiday schemes, the person in charge should be treated as supernumerary in the calculation of the ratio where there are places for more than 24 children. This does not apply to sessional OOSHCC facilities. The person in charge has contingency arrangements in place to cover emergencies or unexpected staff absences.

Students/Trainees

It should be noted that students under 18 years of age or who are on short-term placement cannot be counted as part of the staff ratio. Trusts may restrict the number of trainees and students. A general rule is OOSHCC facilities should have no more than 2 students/trainees on placement in any self-contained group in the facility at the same time. No more than one trainee who is placed in the facility for a minimum of one year and is over 18 years of age can be counted as a staff member.

Requests for trainee and student placements will be considered by the Trusts on an individual basis and will be assessed against a background of the availability of qualified staff. Trainees should not constitute more than 50% of staff available at any session.

A 17 year old undertaking a Modern Apprenticeship in Childcare can be considered as a staff member, however, such an individual must not be left in sole charge of children prior to his/her 18th birthday and the successful completion of the NVQ Level III.

Volunteers

Volunteers can make an important and worthwhile contribution to OOSHCC facilities. It is a good idea to encourage involvement from members of the local community or to give interested individuals the opportunity to gain experience in play work.

Wherever possible, volunteers should not be used in place of paid workers but rather should be used in addition to paid staff in achieving staff ratios.

However, volunteers who work at least one session per week for a period of time can be treated as part of the overall staff ratio and should be provided with regular support and training.

Continuity of Staff

The person in charge and at least one assistant should be a permanent member of staff. The need for continuity of care in OOSHCC facilities is important. Reliance on trainee and job placements for a duration of 1 year is not desirable.

Staffing Ratios

In respect of children attending an OOSHCC facility the required ratio for care staff to children is

1:8 for school-aged children aged under 12 years

and this must be maintained at all times. Regardless of the size of the group, there must always be at least 2 staff on duty.

A higher ratio may be necessary when children with a disability attend a facility. It should be noted that additional staff may be required when transporting children or attending outings to ensure safety. The registering Social Worker will be able to advise on suitable ratios taking into consideration the type of outing - potential risks/hazards, ages and stages of development of the children.

Qualifications

Providers running OOSHCC facilities should ensure that the person in charge has at least a qualification at NVQ Level III Playcare or NVQ Level III Early Years and Education (see Appendix III for Playwork Qualification Framework) or equivalent, or a relevant professional

qualification in Youth and Community Work, Early Years Education, Social Work or Nursing, and 2 years experience working with children in a play, youth or day care setting prior to appointment. At least half of the staff must have a relevant qualification.

Training and Supervision

An induction programme should be arranged for every new member of staff. This should include the philosophy of the OOSHCC facility, its programme, list of duties, fire drill, settings policies and procedures, rotas etc. The staff should be issued with a contract and job description. (For further information on Recruitment and Selection contact PlayBoard - see Appendix II for contact details)

Training should be an ongoing process for all staff and appropriate courses should be sought for those staff members who have not had any training or require further training.

Training that is more than five years old and not updated is out of date (please refer to Appendix III Playwork Qualification Framework). Personal supervision is regarded as a useful part of support and development for individual staff members. A programme should be in operation which enables regular and formal supervision on at least a monthly basis. A record should be kept noting the date of each supervision session and the content of each session.

Supervision should:

- (i) Enable the member of staff to become more effective in meeting the OOSHCC facility's objectives.
- (ii) Monitor the plan for the children's activities.
- (iii) Provide a source of support and encouragement.
- (iv) Focus on areas of practice difficulty for staff.
- (v) Identify training needs.

Appraisals should be completed annually.

Section 4: Records



Records

The Children Order requires registered providers to maintain records of the children attending any facility, but this will be limited to factual matters.

Records which are child related:

1. Daily Attendance Register

This will detail the names of all the children present at each session, with arrival/departure times clearly noted. The record includes identification of the person in charge, permanent staff, students, trainees and volunteers on duty during each session.

2. Child Specific Record

- a. Full name, address and telephone number.
- b. Date of birth.
- c. Name and telephone number of GP.
- d. Names and address of parents, places of work and telephone number.
- e. Telephone number of alternative emergency contact person.
- f. Cultural, religious or other relevant information.
- g. Details of allergies, medication, health problems or dietary requirements.
- h. Written permission, where appropriate, for medication to be given.
- i. Written permission for outings.

All of this information should be held on a pro-forma sheet which may be inspected by the Trust's Early Years Social Worker.

3. Observation Record

It is desirable for people working with OOSHCC facilities or holiday settings to develop skills in observing what the children are doing and to assess the implications in terms of child development and planning future activities.

4. Accident/Incident Register

An accident/incident book must be kept in which to record (on separate pages) details of any accidents/incidents, in relation to children, and will include parent's signature. This information may be required at a later date in relation to insurance claims and will be seen by the Registering Social Worker, during inspections.

5. Fire Drill Register

Regular fire drills must take place with all staff being fully aware of such policies and procedures. These should be done monthly and a written record must be kept of all fire drills and staff present. Time taken to evacuate the building should also be noted.

Fire fighting equipment must be properly maintained and serviced annually. It should be accessible to all staff. Staff training should be discussed with the Fire Authority.

6. Complaints Register

A Complaints Register must be kept. All parents and staff should be aware of its existence and location. This should be available for the visiting Social Worker to inspect.

7. Public Liability Insurance

All groups should be insured against claims for accidents occurring to children and members of the public or accidental damage to property arising out of or in connection with group activities.

8. Employers Liability

Any group that has employees must, by law, have insurance against liability to pay damages to employees as a result of bodily injury or illness arising out of their employment.

A certificate of employer's liability insurance must, by law, be displayed whenever the group is in session.

9. Registration Certificates

The Registration Certificate is the OOSHCC facility's license to operate; the requirements set out in it are legally binding and it must be on display at all times. Any change in staff or premises which affects the registration must be notified to the Early Years Team immediately. If the requirements are not adhered to the Registration Certificate could be withdrawn.

Children must not attend until a Certificate of Registration has been issued or written permission has been obtained from the Trusts representative. Should the OOSHCC facility close down the Registration Certificate must be returned to the Trusts Early Years Team.

10. Accidents

Parents must be asked to sign the accident/incident record sheet to acknowledge the fact that they have been notified. Any follow-up action should also be noted, e.g. x-ray taken at hospital, phone call from parent or from OOSHCC facility to parent etc.

11. Employee Records

A record detailing the following must be kept on all staff:

- a. Names and addresses with dates of birth.
- b. Telephone numbers.
- c. Next of kin and telephone number of emergency contact person.
- d. Names of Committee or Management members to be kept (if appropriate).
- e. Names, address and dates of birth of anyone likely to be working on the premises or have regular access to the premises.
- f. Names and dates of birth of all persons living on the premises.
- g. Personal references and copy of Trust clearance letters, for all staff.
- h. Induction, support, supervision and appraisal records.
- i. Other employment records e.g. job descriptions, application form, copy of terms and conditions of employment.
- j. Copy of Birth Certificate/Marriage Certificate (if applicable).

Section 5: Policies and Procedures



Policies and Procedures

Health and Safety

Children must be safeguarded from harm. As previously stated, all staff should be vigilant of any hazards which might cause concern or constitute a hazard to the health and safety of the children in the facility. Where possible, all staff should be trained in how to assess risk within their facility. The Registration Certificate sets out certain Health and Safety requirements, for example:

- (i) Staff ratios must be maintained at all times.
- (ii) All premises must have access to a telephone for emergencies.
- (iii) No smacking, slapping or shaking.
- (iv) No smoking.
- (v) Named First Aider present at all times.
- (vi) First Aid Box (see Appendix IV for recommended list of contents).
- (vii) Fire Drills and maintenance of fire fighting equipment.

In addition, Policies and Procedures should be established for the following in order to raise awareness and prevent risks:

- (i) The collection of children to and from the OOSHCC facility.
- (ii) Storage of cleaning materials and chemicals.
- (iii) Storage of medicines and their administration.
- (iv) Infectious diseases – see Appendix V for Incubation and Exclusion Periods.
- (v) Hygiene – use of liquid soap and paper towels.
- (vi) Outings and arrangements for their supervision.
- (vii) Restricted access to premises.
- (viii) Regular checks of heating appliances and thermostatically controlled radiators or fixed guards.
- (ix) Regulated/thermostatically controlled hot water.
- (x) Drinking water readily available.
- (xi) Restricted use of the kitchen.
- (xii) Hazard free outside play area.
- (xiii) Safe area for leaving and collecting children.
- (xiv) Cleaning and tidying of premises.
- (xv) Ventilation.

This list is not exhaustive. Each facility may address the above by establishing clear Policies and Procedures around these areas. (For more details and examples of some Policies and Procedures please contact PlayBoard - see Appendix II for contact details).

Child Protection

Staff have a very important role in caring for children and often they may be the first to recognise signs indicating a child may be victim of harm/abuse/neglect.

Each member of staff should be trained in Basic Child Protection Awareness. Contact should be made with the registering Social Worker as to how this training can be accessed.

Each Trust area may have different procedures for reporting child protection concerns so it is vital your facility establishes procedures for reporting. Clarification can be provided by the registering Social Worker.

For more details on writing a Child Protection Policy and Procedure contact your registering Social Worker or PlayBoard.

Equal Opportunities

All those working with children should value and respect different racial origins, religious cultures and languages so that each child is valued as an individual without racial or gender stereotyping.

Children learn from a very young age about different races and cultures including religion and language and will be capable of making value judgements about them. The value judgements they make are moulded and influenced by all the adults with whom they come in contact.

The same issues apply to gender and making distinctions between male and female roles. It is important people working with children are aware of this so that their practice enables children to develop positive attitudes to differences of race, culture, religion language and gender.

Whenever possible, children with disabilities or learning difficulties should be accommodated within the group and provision made for their specific needs.

The employment of staff from different cultural, racial and religious backgrounds is, where possible, very desirable and gives children positive role models from all sections of society.

Parental Involvement

The importance of involving parents in all aspects of their children's care has been emphasised by the Children (NI) Order 1995. Parents should be kept fully aware of their child's activities, progress, behaviour and the settings, policies and procedures.

The OOSHCC facility must give some thought as to how they are going to keep parents appraised of the child's progress within the facility.

Whatever the arrangements are, there should be a clear policy on parental involvement which reflects input by parents. Some OOSHCC providers might wish to consider placing an anonymous suggestion box in any easy accessible area, such as in the hall.

The Trusts commend the practice of formal contracts between the OOSHCC facility and the parents. This puts the child care arrangements on a professional, business-like footing.

Meals, Health and Nutrition

Children should have a snack when they return from school each afternoon (during the early part of the morning at holiday times). If full day care is provided, a meal should be available in the middle of the day. A copy of the menu should be made available to parents and to the registering Social Worker.

If the facility does not provide the snack or meal, parents should be encouraged to provide healthy and nutritious snacks and lunches. They should be informed of the arrangements for storing these so that they can plan accordingly.

The food children eat affects their health, and habits developed in early childhood carry through to adult life. Good nutrition throughout infancy and early childhood is therefore vitally important, and for this reason all meals and snacks should be based on nutritious foods. There should be a written policy on the provision of food and drinks for children. Fresh drinking water should be available to children at all times.

Please refer to the Health Promotion Agency's Document "Nutrition Matters for the Early Years" (see Appendix II for contact addresses).

Where a special diet is necessary, parental instructions should be recorded and adhered to.

Hygiene standards must be maintained at a high level. The cook, where possible, should be experienced in catering for children and have a relevant qualification in cooking and food hygiene.

Section 6: After Registration Assessment



After Registration Assessment

Notification of Trust Decision

An applicant will receive formal notification of the decision of the Trust as to the Registration approval. If the decision is unacceptable there is an opportunity to appeal it within 14 days, by writing to the Trust.

Where an application is approved, the written notification will specify the person's name and address, the address where the service is provided and additional conditions which may apply. The conditions will also be specified on the Certificate of Registration with which each OOSHCC will be issued.

A Trust which:

- refuses Registration
- cancels Registration
- refuses consent to a person disqualified from Registration (Article 122)
- imposes, removes or varies Registration requirements
- refuses to grant an application for variation or removal of a requirement

must notify the applicant or registered person at least 14 days before the proposed action of its intention and the reasons for it, and give him an opportunity to object. If, after hearing the objections, the Trust, in consultation with their legal advisors, should apply agreed procedures for dealing with objections from applicants or registered persons. Any objections may be heard by an independent panel.

Monitoring and Inspection by Trust Staff

The Children (NI) Order 1995 requires the Trust to carry out a formal inspection of a registered OOSHCC facility at least once a year. Article 130 (5) requires the Trust to notify each registered OOSHCC facility in advance that an inspection is to be carried out. Reasonable notice will be given. The Early Years Social Worker carrying out the inspection has the power to examine the premises, to see the children being looked after, the arrangements for their welfare and records which the facility is

required to keep. A report of the findings of the inspection will be forwarded to the appropriate people when completed.

It is also desirable that other visits are made throughout the year, to provide support and advice and to monitor standards. In this way, it will be possible to identify at an early stage areas of concern, and appropriate support can be offered more effectively.

Complaints

If a carer is unhappy with any aspect of the child's care arrangements, in the first instance it is best to raise these concerns with the Manager of the OOSHCC facility and hopefully the matter will be resolved at this level.

If, however, the carer is not happy with the outcome he/she should be advised to contact the Early Years Team who will investigate the matter further. Each OOSHCC facility must have a Complaints Policy in operation.

Notification of Changes

The Trust's Early Years Registration and Inspection Team is informed of the following, where possible, prior to occurrence:

- Any changes in members of the management, committee, staff and/or people living on the premises.
- Any significant plans to change the premises.
- Any significant changes to the operational plan.

And as soon as is practicable, of the following:

- Allegation of abuse by a member of staff or volunteer, or any abuse that is alleged to have taken place on the premises.
- Any other significant event.

Each Trust has the right to refuse or withdraw registration from any group which does not meet the requirements laid down by the Trust as per their Registration Certificate.

Section 7: Appendices



Appendix I

Assessment of Need

It is important when planning and debating the need for an OOSHCC facility to have information on the demography and social make up of the local community.

Statistics can be obtained from:

- (i) Census data (available from City or Borough Council)
- (ii) Article 20 Report (available from H&SS Trusts)
- (iii) H&SS Trusts Early Years Team (see Appendix II for contact details)

This will give you some concrete evidence of the child population and the unmet OOSHCC need in a specific area. PlayBoard will be able to give you advice on how to conduct a community audit. It is important to discuss the need for an OOSHCC facility informally and formally.

Link up with the Principals of local schools, arrange to talk to children and obtain their views; try and involve as many local people as possible as the proposed facility will benefit the whole community. Organise an open meeting. Publicise it well in advance via newsletters, leaflets, health centres, church bulletins, and invite councillors, school Principals, parents, teachers and youth leaders.

The public meeting will help to generate ideas and formulate plans. It will also provide support and consultation.

Invite someone to attend who is skilled and experienced in children's play and setting up an OOSHCC facility; a representative from PlayBoard may be an appropriate person.

Once you have formulated your preliminary proposal, a Committee needs to be established to manage and plan for the OOSHCC facility. Clear aims and objectives of the club need to be agreed and all concerned need to be working towards agreed goals and a time frame for commencement of the club.

The Committee will be responsible for:

- (i) Creating public interest and arranging meetings.
- (ii) Deciding at the outset what sort of play will be offered by the OOSHCC facility.
- (iii) Planning the project.
- (iv) Fund raising.
- (v) Arranging publicity.
- (vi) Recruiting and selecting staff.
- (vii) Administering the project.

It is a good idea to involve the children in the Committee either by regular meetings with them or by having a couple of representatives co-opted. This provides feedback for ideas and keeps the children informed and interested in the facility's success.

Appendix II

Early Years Teams Contact Addresses and Telephone Numbers

Down Lisburn Trust

Early Years Team
(Lisburn Sector)
91 Hillsborough Road
LISBURN
BT28 1JN
Tel: 028 9250 1266

Down Lisburn Trust

Early Years Team
(Down Sector)
Ward 25
Downshire Estate
DOWNPATRICK
BT30 6RA
Tel: 028 4461 3311

North and West H&SS Trust

Early Years Team
124 Stewartstown Road
BELFAST
BT11 9JQ
Tel: 028 9060 4208

South and East H&SS Trust

Early Years Team
Glen Villa
Knockbracken Healthcare Park
Saintfield Road
BELFAST
BT8 8BH
Tel: 028 9056 4977

Ulster Community & Hospitals Trust

Early Years Team
Units 57 & 58
Dunlop Commercial Park
4 Balloo Drive
BANGOR, BT19 2QY
Tel: 028 9127 0672

Eastern Childcare Partnership

Champion House
12/22 Linenhall Street
BELFAST
BT2 8BS
Tel: 028 9055 3965

PlayBoard

59-65 York Street
BELFAST
BT15 1AA
Tel: 028 9080 3380
www.playboard.org.uk

Social Services Inspectorate

Castle Buildings
Stormont Estate
BELFAST
BT4 3XX
Tel: 028 9052 0500

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Appendix III

Playwork Qualifications Framework

Qualifications acceptable at Level 2 or equivalent

Job Roles	Levels	Vocationally related qualifications	Occupational qualifications
<ul style="list-style-type: none"> Assistant Playworker 	Level 2	<ul style="list-style-type: none"> Level 2 Certificate in Playwork (ABC) Level 2 Certificate in Playwork (CACHE) Intermediate Certificate in Developing Skills Working with Children and Young People (NCFE) Intermediate Certificate in Playwork (NCFE) Intermediate Award in Playwork (NOCN) 	NVQ level 2 in Playwork (This NVQ is awarded by C&G, CACHE Edexcel)

Qualifications acceptable at Level 3 or equivalent

Job Roles	Levels	Vocationally related qualifications	Occupational qualifications
<ul style="list-style-type: none"> Senior Playworker/ co-ordinator 	Level 3	<ul style="list-style-type: none"> Level 3 Certificate of Professional Development in Work with Children and Young People (CACHE) Level 3 Diploma in Playwork (CACHE) Advanced Certificate in Playwork (NCFE) 	<ul style="list-style-type: none"> NVQ level 3 in playwork (This NVQ is awarded by C&G, CACHE Edexcel) Playwork Development (C&G) Playwork Development (CACHE)

Qualifications acceptable at Level 4 or equivalent

Qualifications	Job Roles
<ul style="list-style-type: none"> NVQ Level 4 in Early Years Care and Education (this NVQ is awarded by C&G and CACHE). 	<ul style="list-style-type: none"> Playwork manager Playwork development officer

Source: QCA Framework

Footnote: From October 2005 NVQ Early Years Care and Education will be known as NVQ Care, Learning and Development.

Appendix IV

Recommended List of Contents for the First Aid Box

- 10 hypo-allergenic plasters or micropore tape and melolin
- sterile eye pad with attachment
- cotton wool
- lint dressing (of assorted sizes with micropore tape to attach)
- medium sized individually wrapped sterile unmedicated wound dressings (approximately 10cms x 8cms)
- safety pins
- 2 crepe bandages
- 2 triangular bandages
- scissors
- salt and water/saline solutions
- blue plasters
- disposable gloves
- fever scan/thermometer

Appendix V

Incubation and Exclusion Periods of Common Infectious Diseases

Guidance Only

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION I PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
CHICKEN POX	Slight fever, irritating rash.	10-21	0-2	7 days from appearance of rash and all the scabs need not have separated.
DIARRHOEA/ VOMITING		1-7	-	Until 24 hours after cessation of diarrhoea/vomiting.
FOOD POISONING	Vomiting, diarrhoea, abdominal pain.	0-2	-	Until declared fit.

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
GERMAN MEASLES	Slight cold, sore throat, slight fever, enlarged glands behind ears, pains in small joints.	14-21	0-2	Until clinical recovery.
INFECTIVE JAUNDICE	Gradual onset of headache, loss of appetite, nausea, urine dark, faeces pale and putty colour.	14-42	-	Until clinical recovery.
MEASLES	Misery, high temperature, heavy cold with discharging nose and eyes, later harsh cough, conjunctivitis.	7-21	3-5	Until clinical recovery.

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
MENINGITIS	Headache, fever, vomiting, neck stiffness, joint pains, drowsiness or confusion, dislike of bright lights, rash of red/purple spots.	2-10	-	Until clinical recovery and bacteriological examination is clear.
MUMPS	Fever, headache, swelling of jaw in front of ears, difficulty opening mouth.	12-28	-	Until disappearance of swelling.
SCARLET FEVER	Sudden onset of fever, sore throat, vomiting, 'strawberry' tongue, flushed cheeks, pallor a round mouth.	2-5	1-2	Until clinical recovery.

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
WHOOPING COUGH	Acute respiratory catarrh.	5-14	-	Until clinical recovery.
HAND/FOOT DISEASE	Paroxysms of coughing, small blisters in these areas. Very contagious.	7-10 days to end of attack.	-	From onset of blisters until all scabs cleared.
MOUTH IMPETIGO	Yellow, oozing sores with scab on top: itching usually around nose and mouth.	-	-	Until spots have healed, unless lesions can be covered.
PERDICULOSIS (HEAD LICE)	Head scratching, presence of nits (eggs) - white specks which are stuck to hair: presence of lice - small insects which move along hair.	-	-	Until treatment has been carried out successfully.

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
VERRUCAE (PLANTAR WARTS)	Small solid growths on feet.	-	-	Exclusion from barefoot activities until certified free from infection.
RINGWORM OF SCALP OR BODY	Circular red, raised area with white scaly centre, itching, if on scalp hair breaks off.	-	-	Until adequate treatment instituted, provided lesions are covered.
THREADWORM	Presence of threadworms in stool (white cotton like pieces), sore anus; itchy bottom; sleeplessness; lack of appetite.	-	-	Until adequate treatment instituted.

DISEASE	SIGNS AND SYMPTOMS	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS AND APPEARANCE OF RASH (DAYS)	MINIMUM PERIOD OF EXCLUSION PROVIDED CHILD APPEARS WELL
SCABIES	Burrows visible as red raised spots, especially between fingers, intense irritation, sleeplessness.	--	-	Until adequate treatment instituted.



Eastern Area Childcare Partnership

This Manual will outline the legal requirements for registration of Out of School Hours Child Care facilities, the process for registration and provide guidance on good practice.

Published: Spring 2006