**Premises Policy**

The AYA is located within Sun Hill Junior School, in the creative space with controlled access for staff and parents via the main school entrance, and has a signed rental agreement for areas of use.

We are committed to providing a safe, secure and suitable environment for the children attending ASC. A risk assessment of the premises has been made by the school site manager and we will track issues concerning the operation of The Club.

**Premises Security**

Sun Hill Junior School has secure entrances.

The Playground Exit Gate from the Junior School is locked by the Site Manager at the end of the school day once the school children have left. Staff will check and lock if necessary the Playground Exit gate. All doors are secured by a security code system but due to fire regulations these can all be opened from inside the school to allow access outside in case of emergency. The only access to the AYA by visitors and parents is by using the doorbell at the Main Entrance.

Children can move through the premises with different levels of supervision depending on the age of the child. Under 8’s are always in sight of an adult and children aged 8 years and over are given a little less supervision and are allowed to walk to the playground and toilets unsupervised. In these situations, children are given a time frame in which to work. The movements of the children are always communicated between the staff where required.

**Maintenance**

The responsibility for the structural integrity of the premises and the upkeep of the site's equipment (chairs, tables etc.) rests with the governing body of Sun Hill Junior School. However, it is the responsibility of The Club staff to report any issues that could present an avoidable or unnecessary risk to any persons using the AYA

Equipment and resources that belong to the premises, and are in need of repair, will be seen to by the site manager. If a member of the AYA, be it staff member, child, parent or committee member, finds something in need of repair, they will report it to the Director of Operations and Development to log it on the current MAT system.

**Planning Requirements**

The issue of planning consents has been checked with the necessary authorities. There is no need for any planning application.

**Storage Space**

A dedicated number of lockable Cupboards will be provided for the sole use of AYA in the creative wing of the Junior School. This will contain AYA files and documentation, electrical equipment and toys, first aid kits, any equipment or items that the children should not have access to including sharp scissors and craft blades. The AYA has a storage shed on the Junior Field which holds toys, craft resources, games, books and outdoor equipment which is not accessible by the children

AYA has a number of locked cupboards and fridge/freezers in the dedicated kitchen area, and school kitchen for food.

**Rest Area**

A quiet area will be set up within the school premises for both Clubs to enable children to relax, read, work on homework or take part in quiet activities. Bean Bags and cuddly toys are available for those who need a little something else to help them relax

**Toilet Facilities**

All children will use the toilets located in the wing for AYA. Children will be shown which to use as part of their introduction to the club. Staff will use the school’s staff toilets.

**Temperature Control**

Heating is controlled and maintained at a constant temperature throughout the school day and this will continue until the Club has finished. The School Caretaker will be available to provide support should problems with the services arise.

**Telephone**

The Provision Manager has been provided with a mobile phone specifically to carry out the administration of The Club. Parents/guardians will be provided with this phone number when their child is booked into the club. There is also a phone that remains in the setting.

**Provision Manager mobile number - 07960835034**

**AYA Setting phone number - 07897 261633**

| This policy was adopted by: AYA | Date: August 2023 |
| --- | --- |
| To be reviewed: 01/09/24 | Signed |