

## Daily Routine and Safeguarding Procedures



- All breakfast club and after school attendances to be entered onto the 'Daily Booking In Sheet' (DBIS).
- All staff to set up and ensure equipment, plugs and outside areas are safe for use and all gates and doors shut as per daily check list.
- NAP staff to collect Nursery children at 3.15pm.
- NAP staff to bring Reception children, Yr1 and Yr2 from classrooms at 3.20
- School staff to ensure Yr3 to Yr6 children go to NAP Club from classrooms at 3.30pm.
- NAP staff to ensure that NAP Club list to be taken to each classroom by 9am so that they have a list of children attending NAP Club that day.
- If any child disputes a NAP booking, he/she should accompany school staff to NAP to ring parents.
- NAP Club staff to sign children in on the DBIS.
- NAP Club staff to confirm attendance at school clubs by 3.40pm.
- If there are any discrepancies from the DBIS at any time, the Missing Child Policy should be followed.
- A list of children with dietary and health needs is situated on the inside of NAP cupboard door in school hall.
- All visitors and volunteers to be issued with a Visitors Badge and signed in and out on the DBIS.
- No visitors are to be left alone with children.
- Children must let a member of staff know if they are leaving the NAP Club area.
- No child is allowed back to their classroom without a member of staff.
- Children should be head counted periodically.
- When a child is collected by an authorised person, the child is to be signed out and the time noted by member of staff
- NAP Club Policies are in folder and on the NAP Club website:  
<https://www.northleaze.n-somerset.sch.uk/page/?title=POLICIES+AND+PROCEDURES&pid=273>
- In the event of a missing child follow the Missing Child Policy.
- First aid trained staff must be on site.
- All first aid situations must be reported to Play Leader.
- In the event of an emergency NAP staff will follow the appropriate procedure.

**Date to be Reviewed:** May 2025  
**Date Amended:** May 2024  
**Date signed off:** May 2024  
**Signed:** Claire Porter-Bryant  
**Signed:** Kathleen Williams