**FIG playscheme**

**Daily routine.**

* Staff arrive by 9.30. Meet in the staff room.
* Find out which child you have been allocated and look through the child’s profile folder. Ensure you are aware of all of the child’s needs, including medication, toileting, manual handling, dietary requirements, photograph permission, sun cream, allergies like and dislikes.
* Please ensure that you know all the above as it will be your responsibility to know. Medication time and whether toileting requirements.
* We then meet in the main hall ready to receive the children, at this point the supervisor will give any messages and a brief on the day.
* Experienced staff will welcome children at the door and bring them to the hall to meet you.
* You then check the child’s bag for any medication, nappies, feeds/lunch and anything else that the child will require throughout the day. Please ensure you know exactly what is in the child’s bag as you are responsible for ensuring everything is in the bag when the child goes home, for many children only attend once during a school holiday.
* You should give any medication to the medication supervisor for that day, you will be notified of who this will be during the morning briefing.
* Once all children are signed in:-

If onsite

* We close the main gates, and the children have free rein to use the whole of the grounds, we generally have bouncy castles on the field weather permitting, an entertainer in the main hall both morning and afternoon with a large choice of activities, arts and crafts and board games for the children to choose from.
* As children are allocated a 1 to 1 worker, they have the freedom to do what they want, when they want, it is very unlikely that you are ever going to be on your own at any point.
* Children can wander in and out of entertainment or spend as little or as long as they wish at any activity or station.
* If you child is requiring medication generally the supervisor will come to find you but if they, haven’t it is your responsibility to ensure you ask the supervisor or medication supervisor to administer the medication.

If on an outing:-

* Supervisor will inform you to begin loading the buses that are in the main car park. Ensure you have both your own and the child’s belongings.
* Once you arrive at the venue for the outing, the supervisor will notify you of where the base point is.
* You can leave you bags and lunch boxes here as there is normally the supervisor and at least 1 spare member of staff. On outing you are fully responsible for bringing you child back to the base point for medication or button feeds, unless in the event of a seizure your child requires rescue medication.
* Generally, the children tend to eat their lunch on arrival at the venue, but they can have a wander then return for lunch later.
* You will be required to return to the bus between 2pm and 2.30pm.
* IT IS IMPERATIVE FOR BOTH THE SAFEGUARDING OF YOURSELF AND THE CHILD THAT YOU ARE NEVER ALONE WITH YOUR CHILD.
* Mobile phone can e kept with you for outing but must only be used in the event of an emergency. If your child or another member of staff is taken ill, a child is having a seizure
* At 2.55 we ask all staff to congregate in the main hall again for children to be signed out or taken to buses.
* Supervisor will call children’s name and you can bring them to their parents and feedback any factual and positive information.
* If your child has pocket money, they can spend it on anything they wish as long as dietary requirements allow, ensure you have checked the child’s profile for this information.

 General

* Staff do not have a lunch break but eat with the children. You must provide your own packed lunch. On outing there may be somewhere, you can purchase something. If you feel you need a break at any time, please do ask as we would rather staff took a break when you need it rather than feel stressed out.
* We do understand that not every adult can gel with every child if for any reason you feel that you do not gel with a child again ask to swap, this can be for any reason, and nothing personal, it can be personal likes and dislikes, it can be the colour top you are wearing, it could just be that when they came before they had a different member of staff and feel comfortable with them. We will not judge you nor will your employment be affected if you do need to swap.
* We do not have a uniform, but we do ask that you wear comfortable but modest clothes, while we do allow shorts and vest tops, we ask that tops are not too low and revealing and shorts are not too short.
* If at any point you feel you would like to buy your child an ice cream or a souvenir you must ensure that you receive the money from FIG and petty cash, you must under no circumstances buy anything from your own pocket without being reimbursed.
* Mainly we want everyone to have fun and enjoy the day

Any questions please do not hesitate to ask