

OFSTED – do I need to register?

England

Normally you are required to register with OFSTED any club involving under-8s which occur more than five times a year on premises other than domestic premises where the period (or total of periods) in any day during which the children are looked after on the premises exceeds two hours. However, we have been in touch with OFSTED and they have said holiday clubs do not have to register with them because of this extract from their document 'Registration not required'.

You do not have to register because you provide no more than two types of activities from the following list:

- school study support or homework support
- sport
- performing arts
- arts and crafts
- religious, cultural or language study.

A holiday club comes under the category of 'religious study', so even if you are using sports, performing arts or arts and crafts as part of your holiday club these are not discreet activities in themselves.

This exemption only applies if you care for children who are aged three and over; and children aged under five do not attend for more than four hours in any one day. Any care provided is incidental to the activity (it is not the main focus of the provision).

Wales

If you are providing a Holiday Club for **no more than 6 days** you are **exempt** from the need to register although you must inform the local authority that you are running the event before the first time you run it. Events run with children over 8 are exempt from registration.

Providers should also refer to 'NATIONAL MINIMUM STANDARDS FOR OUT OF SCHOOL CARE' by Welsh Assembly Government which can be found at:

<http://wales.gov.uk/subsites/caresocialservicesinspect/publications/nmsoutofschoolcare/nmsoutofschoolcare.pdf?lang=en>

Scotland

Seek advice from your local social work office about registering your holiday club group. Most social work offices have a community worker who can help when it comes to advice about legislation and procedures.

Northern Ireland

Seek advice from your local DHSS about registering your holiday club group. Most Social Services offices will have a Social Services Early Years Team. They will help with advice about legislation and procedures. The Early Years Teams have a statutory responsibility for the registration and inspection of all day care services for children from birth to 12 years under the Children (NI) Order 1995.

Adult-to-child ratios

The OFSTED recommended adult-to-child ratios are given below. Please note these are minimum requirements and you should carefully consider whether you need more adults than this.

England and Wales

- For 0 to 2 years – one adult to every three children (1:3)
- For 2 to 3 years – one adult to every four children (1:4)
- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one for the first 8, then one for every additional 10 children.

There should always be more than one adult for any group and at least one should be female. Helpers under 18 years old count as children and not adults in these ratios. If you have a number of teenage helpers, you will need more adult leaders, not fewer.

Scotland

- For 0 to 2 years – one adult to every three children (1:3)
- For 2 to 3 years – one adult to every five children (1:5)
- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one adult to every ten children (1:10)

Helpers under 16 years old count as children and not adults in these ratios.

Choose a suitable venue

You'll need a venue with enough space for the number of children and the activities you have in mind. If your own premises are not large enough, you may be able to use a local school or other hall. The main requirements for accommodation are as follows:

- Premises should meet Health and Safety requirements.
- Premises should be warm, clean and adequately lit and ventilated.

- There should be clearly marked emergency exits.
- The minimum unencumbered floor space for children aged 5 to 8 is 25 ft² (2.3 m²) per child.
- Ideally, there should be one toilet and one hand basin for every ten children.
- Disposable towels or hot-air dryers are preferable to roller towels.

For more detailed information see Full Day care: Guidance to the National Standards under www.ofsted.gov.uk/publications

Child Protection

Background information

Following the Children Act which came into force in 1991, the government published a code of practice for voluntary organisations working with children called *Safe from Harm* (1993), which contains a number of guidelines for good practice. Most denominations now have established good practice policies based on this and it is important that you work according to the one that applies to you. In addition, the government document *Working Together* (2006) states that churches should have appropriate arrangements in place for safeguarding and promoting the welfare of children.

Key things to remember:

- All churches should already have a clear child protection policy. Ensure that your holiday club team are familiar with it and it is carried out.
- Most churches have a designated person to be the child protection officer. Your holiday club team need to know they should talk to this person first if they have any concerns about the safety or welfare of a child.
- Churches should have an appointment process which includes:
 - each team member filling out an application form and providing two or more names as referees
 - receiving information about the applicant from the referees
 - applying for an enhanced disclosure from the Criminal Records Bureau
- Never allow anyone to have unsupervised access to children unless they have been through the appointment process.
- If you are using parents to supervise children other than their own, make sure that they too are covered by your child protection procedures.
- Questions to ask a referee might include:
 - In what capacity have you known the applicant, and for how long?
 - How willing are they to work with others?

- How suitable would you consider them for work with children and young people?
- Are there any relevant details about this applicant which cause you concern?

For advice on how to set up a child protection policy or for further information contact CCPAS.

Scotland

The Protection of Children in Scotland Act (2003) states that anyone working in a 'child care' position must be checked by Disclosure Scotland as part of the recruitment process before they can begin their appointment. Voluntary organisations can register with the Central Registered Body in Scotland (CRBS) to gain access to free checks. Contact the CRBS on 01786 849777 or Disclosure Scotland on 0870 6096006.

Northern Ireland

Churches in Northern Ireland can obtain '*Choosing to protect: A Guide to using the Protection of Children, Northern Ireland*' POC (NI) Service. Contact the POC (NI) Service on 028 9052 2559. Details of '*Getting it right– standards of good practice for child protection*' can be obtained from the Volunteer Development Agency on 028 9023 6100.

Register the children

- Register all the children who come to your holiday club.
- Each child's parent or guardian must have given permission for them to come. You can either send invitations, including a section for parental consent, a few weeks before the club starts, or register the children as they arrive on the first day.
- If a child who has not pre-registered arrives at the club without their parent or guardian, send a consent form home to be signed and brought back the next day.
- Record attendance each day, so that you know how many children are present in case of emergency.
- Each day ensure that only the designated adult picks the child up from the club at the end of the session.
- Ideally, have a dedicated registration team who will register the children and ensure that they leave the club safely.
- Have emergency contact details for each child, along with any medical conditions or allergies.
- Ensure you only take photographs of children where consent has been obtained
- All images need to be stored in accordance with Data Protection Act principles.

- To maintain the confidentiality of the information you receive on the registration forms make sure your church is registered under the Data Protection Act. (Visit www.informationcommissioner.gov.uk and click on 'Data protection'.)

Insurance

All groups should have appropriate insurance cover. Make sure your club is covered adequately by your church's policy.

Health and Safety

First aid

- Have at least one person appointed as a first-aider with a current first-aid certificate and access to an up to date first aid kit.
- The first-aider should keep a list of any children with allergies, specifying what allergy it is.
- Ensure the whole team know who is responsible for first aid.
- Record any incidents, however small, along with details of the action taken, in an accident book. This is essential in the event of an insurance claim.

Food hygiene

- Ensure everyone has washed their hands before preparing or eating food.
- Refer to your church's Health and Safety policy for details of food hygiene regulations. Make sure it's up to date.
- Be aware of any children with food allergies.

Fire procedures

- Inform the team of emergency procedures, including fire exits and assembly points, and where to access a telephone in case of emergency.
- Ensure you keep all fire exits clear.

For other health and safety information visit www.rospe.co.uk