



37: Monitoring and reviewing our policies and procedures

The club is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in light of serious case reviews.

All updated policies are shared with staff, volunteers and students. They are also available to parents at all times in the club and available for download from our website.

Committee Review Cycle for T-Club-6 Policies 2022-2023

T-Club-6 is committed to reviewing all policies and procedures. Our progress to date is shown below:

POLICY NUMBER	LAST AMENDED	MONTH REVIEW DUE
1. Staffing	7/2/22	January
2. Staff development and training	7/2/22	January
3. Staff disciplinary procedures & Grievance Procedures	7/2/22	January
4. Students and volunteers	7/2/22	January
5. Mission Statement	14/6/22	January
6. Settling In	7/2/22	January
7. Arrivals and Departures	7/2/22	January
8. Care, Learning and Play	26/04/22	January
9. Involving and Consulting Children	26/04/22	April
10. Physical Environment	26/04/22	April
11. Equipment	04/5/21	April
12. Health and Safety	26/04/22	April
13. Risk Assessment	26/04/22	April
14. Site Security	26/04/22	April
15. Fire Safety	04/5/21	April
16. Visits and Outings	26/04/22	April
17. Accidents, Illness and Emergency	14/6/22	June
18. Hygiene	14/6/22	June
19. Infectious and Communicable illnesses	14/6/22	June
20. Smoking, Alcohol and Drugs	14/6/22	June
21. Food and Drink	27/9/22	June
22. Equality & Diversity	27/9/22	June
23. Encouraging Good Behaviour	27/9/22	September
24. Anti-Bullying	27/9/22	September
25. Suspensions and Exclusions	27/9/22	September
26. Partnership with parents and carers	27/9/22	September
27. Late Collection of Children	27/9/22	September
28. Absent or Lost Children	27/9/22	September
29. Compliments & Complaints	27/9/22	September
30. Safeguarding Children	8/11/22	November / June
31. Documentation and Information	8/11/22	November
32. Electronic Devices Including Photography, Mobile Phones & Tablets	8/11/22	November
32a. Application for Children's Mobile Phones	8/11/22	November
33. Social Media	8/11/22	November
34. Admissions & Fees	8/11/22	November
35. Snow & Ice	9/11/21	November
36. Whistleblowing	9/11/21	November
37. Monitoring & Reviewing our Policies & Procedures	8/11/22	November
38. Conflict of Interest	8/11/22	January
39. Covid Policy for Parents	8/11/22	January