



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 2023-2024

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	30/1/24	January
2. Staff development and training	17/1/23	January
3. Staff disciplinary procedures & Grievance Procedures	17/1/23	January
4. Students and volunteers	30/1/24	January
5. Mission Statement	30/1/24	January
6. Settling In	30/1/24	January
7. Arrivals and Departures	30/1/24	January
8. Care, Learning and Play	17/1/23	January
9. Involving and Consulting Children	09/05/23	April
10. Physical Environment	09/05/23	April
11. Equipment	09/05/23	April
12. Health and Safety	09/05/23	April
13. Risk Assessment	09/05/23	April
14. Site Security	09/05/23	April
15. Fire Safety	09/05/23	April
16. Visits and Outings	09/05/23	April
17. Accidents, Illness and Emergency	20/6/23	June
18. Hygiene	20/6/23	June
19. Infectious and Communicable illnesses	20/6/23	June
20. Smoking, Alcohol and Drugs	26/9/23	June
21. Food and Drink	20/6/23	June
22. Equality & Diversity	20/6/23	June
23. Encouraging Good Behaviour	20/6/23	September
24. Anti-Bullying	20/6/23	September
25. Suspensions and Exclusions	26/9/23	September
26. Partnership with parents and carers	26/9/23	September
27. Late Collection of Children	26/9/23	September
28. Absent or Lost Children	26/9/23	September
29. Compliments & Complaints	26/9/23	September
30. Safeguarding Children	8/11/22	November/June
31. Documentation and Information	7/11/23	November
32. Mobile Phones, Wearable Technology & other Electronic....	7/11/23	November
33. Social Media	7/11/23	November
34. Admissions & Fees	7/11/23	November
35. Snow & Ice	17/1/23	November
36. Whistleblowing	17/1/23	November
37. Monitoring & Reviewing our Policies & Procedures	17/1/23	November
38. Conflict of Interest	8/11/22	January
39. Staff Behaviour	30/1/24	June
Club Terms & Conditions	20/6/23	June
Privacy Policy	20/6/23	June