

What to have in place on your first day

Regardless of whether or not you decide to become an OSCAR Approved service, we strongly recommend that any after school care or holiday programme has the following minimum procedures in place and also take note of the *MSD OSCAR Standards*.

- A written enrolment form
- Written information for parents about the service
- Attendance records
- A sign in/sign out register
- Financial record-keeping: bank account, invoices & receipts
- Appropriate facilities and basic equipment: phone, toilets, kitchen & food equipment; balls, pencils, paper, small toys, simple games

Health and safety / staffing

- Health & safety procedures
- Hazard identification – indoors / outdoors
- Regular safety checks & risk assessment
- Emergency procedures
- First aid kit (including sun screen)
- First aid and basic safety training, including emergencies & supervision guidelines
- Accident / incident register
- Job descriptions
- Induction checklist – including police vetting, referee checks
- Employment (or volunteer) agreements
- Supervision and monitoring of all staff
- Clear rules and boundaries