



Footsteps

Information Booklet

2026-2027



CONTACT INFORMATION

FOOTSTEPS

Manager: Kate Moir
Our Lady of Compassion Catholic School
Kineton Green Road
Olton, Solihull
B92 7EG

OFSTED NUMBER: 148089

FOOTSTEPS TEL: 0121 700 7838

SCHOOL OFFICE TEL: 0121 706 9508

EMAIL: footsteps@olc.solihull.sch.uk

WEBSITE: www.olc.solihull.sch.uk

iPAL Website: <https://olaas.ipalbookings.com>

(THIS INFORMATION BOOKLET SHOULD BE READ IN CONJUNCTION
WITH SCHOOL POLICIES AND GUIDELINES.)

MISSION STATEMENT



**At Our Lady of Compassion;
We
Live as Jesus taught us.**

AIMS AND OBJECTIVES



At Footsteps, we strive to:

- Provide a happy, safe, warm, and stimulating environment for all children to play, learn and develop, where all children feel welcome.
- Value children's free time to be *their* time, allowing fun and freely chosen play.
- Offer a child-centred setting where the children and young people are encouraged to make decisions.
- Enable all children to develop responsibility for themselves and their actions and to become competent, confident, independent, and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Provide inclusive play opportunities, offering a childcare service that is accessible to all children.
- Work in partnership with parents and carers.
- Evaluate and reflect on our work by undergoing regular monitoring of our provision, to ensure that the setting provides the best possible care and meets the needs of the children and their parents/carers.

We are committed to work in partnership with parents and carers by:

- Welcoming feedback about the service we provide, responding to views and any concerns raised.
- Keeping parents informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress, and friendships, whilst sharing and discussing any difficulties that may arise.

We are committed to providing:

- Care and play opportunities in a stimulating environment that considers the needs and safety of the children.
- Resources for the children to plan their own play opportunities.

- Activities that promote the children’s development, self-esteem, and confidence and that are interesting, educational, stimulating and fun.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained, approachable, and supportive towards the children’s needs and the needs of their family.
- A service that follows legislation to date.
- An environment where no child suffers discrimination in any form.

ADMISSIONS PROCEDURES

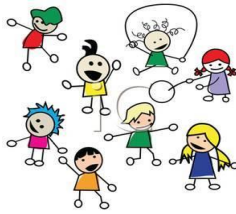


Footsteps provision is accessible to all children in school. Parents/Carers are required to submit their request for a place by filling in an online Footsteps booking form. This form is sent to all parents, each year during the summer term for September places. After this period, parents can email Footsteps to request a place for their child/children.

After places are offered (not confirmed,) if they do not already have an OLAAS iPAL account, parents/carers must register themselves and all children they would like to attend Footsteps on iPAL, our online booking/invoicing system. When registering on iPAL, parents/carers will need to record their child’s information, collection details, agree to our terms and conditions and fill out a consent form.

Before a booking is confirmed, any debt from the previous academic year must be cleared and a £25.00 deposit must be paid on iPAL. When the parent/carer and child/ren have been registered and the £25 deposit/child has been paid, the Footsteps Manager will assign the childcare sessions to your child/children. An invoice will then be generated, and monthly invoices will be received via email from iPAL to be paid on or before the 1st of the month.

The £25.00 deposit can be deducted from the first invoice; however, it is non-refundable without giving 4-weeks’ notice of cancellation of your childcare place before the start of term.



Admissions Criteria for Footsteps (for 2026–2027) are as follows:

1. Children of staff of Our Lady of Compassion School
2. Children applying for the same sessions that were contracted in the previous academic year (2025-2026)
3. Siblings of children currently attending Footsteps
4. Children currently on the waiting list for Footsteps
5. Children wishing to use the provision on a regular basis
6. Children wishing to use the provision on an irregular basis

If Footsteps is unable to offer a place due to availability, the child will be placed on the waiting list (please see below for more details).

Irregular use

Footsteps can provide childcare on an irregular/ad-hoc basis subject to availability. To make use of this facility, the Footsteps manager should be emailed with the childcare request; register (if you have not already done so) on iPAL our online booking system and make payment once your request has been approved.

Waiting List

If a child is not offered a childcare place due to unavailability their name will be placed on the waiting list; the waiting list is updated according to the admissions criteria. Once a place becomes available, the Manager of the provision will contact the parent/carer of the first child on the waiting list. Should the place no longer be required, the Manager then contacts the parent/carer of the next child. Once a parent/carer takes up the offer of the place, they will need to register and enter theirs and their child's details on iPAL if they have not already done so. After they have registered, and the place is booked the child can then attend Footsteps for the session booked and an invoice will automatically be generated.

Fees

Footsteps appreciates that the cost of childcare may seem expensive to a parent/carer but it is reflective of the our high quality, safe and stimulating provision, whilst ensuring the continued high standards and sustainability of the service, where staff, the school and parents work together in partnership for the children.

Fees are reviewed termly in the light of future sustainability, strategic plans and any other broader economic or social consideration deemed relevant including increasing staffing costs, food/resource costs etc.

Invoices are issued by email from iPAL on the 23rd of each month and are calculated on a 39-week basis with bank holidays/INSET days/school holidays deducted. iPAL will send monthly invoices to parents by email and payment must be made in advance (by 1st of the month.) We accept payment by card, Tax-Free Childcare and Childcare Vouchers.

If you are paying using Childcare Vouchers, please login to your iPAL account and click on 'add voucher' to submit a payment verification request. As soon as your payment remittance has been received, your request will be verified and your iPAL account credited.

When paying using Government Tax Free Childcare, you must automate your payments by paying via your iPAL account. Please ensure that your child's TFC 'Child Reference Number' is registered on on your iPAL account. When you go to pay, login to your iPAL account and click on 'Pay by Gov Tax Free.' If the funds are in your TFC account, your iPAL invoice will be paid automatically without any need to submit a payment verification request. There is no need to send payment directly from your TFC account. Please email the Footsteps manager if you need any assistance with this.

If you do not follow the above request for paying via Childcare Vouchers or TFC, it will be assumed that payment has not been made, your payment will not be credited to your account, and you will receive debt reminder emails from iPAL. All debt must be cleared by the 25th of each month or a £15.00 late payment charge will be added to your account.

FOOTSTEPS fees for Academic year 2026-2027:

Session Charges	CONTRACTED	AD-HOC
7.45am - school start	£6.50	£7.50
School finish – 4.30pm	£8.10	£9.10
School finish – 5.30pm	£10.80	£11.80
School finish – 6.00pm	£12.50	£13.50
Contracted Weekly Charges (5 days)		
5 mornings: 7.45am - school start	£32.50	
5 afternoons: School finish – 4.30pm	£40.50	
5 afternoons: School finish – 5.30pm	£54.00	
5 afternoons: School finish – 6.00pm	£62.50	
5 mornings 7.45am and afternoons till 4.30pm	£73.00	
5 mornings 7.45am and afternoons till 5.30pm	£86.50	
5 mornings 7.45am and afternoons till 6.00pm	£95.00	

Please note that no refund will be available for sessions missed, including; for days where the setting is closed due to weather conditions, staffing shortages, if a child is absent due to being poorly or attending an appointment, attending a club/school activity, on a school trip, or on a family holiday.

Sessions may not be transferred. Ad-hoc sessions must be paid for in full before or on the morning of the requested day.



Collection

Footsteps expects parents to ensure that their children are collected on time and to contact the club should an emergency arise which results in the parent being held up. Late collections are a safeguarding concern and affect our staffing ratios.

Late collection will result in a charge of:

Late collection after agreed booking time of:	4.30pm	£5.00 every 15 minutes per child
	5.30pm	£5.00 every 15 minutes per child
	6.00pm	£10.00 every 10 minutes per child

Late collection is recorded automatically on iPAL at the time a child is signed out of Footsteps and will be automatically charged to the account. Late charges will accumulate from the time a parent is due to arrive. For example, if a child's place is contracted until 4.30pm and the child is collected at 4.35pm, a £5.00 late fee will be charged. At 4.45pm, a further £5.00 fee will be charged.

Unfortunately, persistent late collection may result in a child's place being withdrawn. Also, if a child is collected after 6pm on two occasions, Footsteps will arrange a meeting with parents to consider if it is the right provision for the child. If a child is collected after 6pm on three occasions, the child's place will be withdrawn.

Termination of contract

It is essential to give **4 weeks written notice** by email, to the Footsteps manager if your childcare place is no longer required.

Late Payment of Fees

If fees are not paid on time, iPAL will automatically notify the parent/carer by email to request payment at the earliest possible opportunity - continued overdue payment will result in a child's place being compromised. If fees remain unpaid by the 25th of the month, a £15.00 late payment charge will be added to the account. If payment is made persistently late, a formal meeting may be arranged with the Footsteps Manager and the Head Teacher to discuss this.

Parents/carers are encouraged to email the Manager if they have any query about the fees or payment.

SETTLING-IN PROCESS



Footsteps wants the children to feel safe and happy in the absence of their parents/carers, to be settled and confident in this setting and to recognise other adults as a source of authority, help and friendship. We hope that the children are keen to share with their parents/carers the new learning experiences enjoyed when accessing the provision. A settling-in visit is arranged to help the children become accustomed to the provision and form relationships with the staff and children, who are with them for much of the time.

For this reason, as part of Footsteps' induction process, prior to accessing the provision we will organise a visit to the Footsteps setting for all new children with a member of teaching staff from their class. We feel this is invaluable in helping the child to settle into the new environment.

During this visit, the children will be shown around the setting. The structure and routines of the provision, as well as the programme of activities are explained to the children. The children are also encouraged to ask any questions that they might have and to talk about what activities they like to do.

Parents/carers are always welcome to call us to see how their child is settling in – it is Footsteps' aim to ensure that parents always feel confident that the best care is being offered to their child within the setting and is benefitting from all that the provision has to offer. Parents also benefit enormously, confident in the knowledge that their child is safe, happy and stimulated in their absence.



PROCEDURES FOR ARRIVAL AND DEPARTURE OF CHILDREN

The children's safety is our main priority!

MORNING SESSION (7.45am-Start of School)



Footsteps opens at 7.45am and for insurance purposes children cannot be admitted into the building before this time. For Health and Safety reasons, parents may not drive into the school car park at any time.

To access Footsteps, you must use the intercom outside the Footsteps blue gate and select Y3-6 and press the bell button. A member of staff will come to collect your child/ren.

On arrival, children are signed in on the iPAL register. If anyone wishes to leave a message for the staff at Footsteps during the day they are welcome to do so by email or by calling the club using the Footsteps or the school number.

Footsteps staff are not accountable for the children until they are delivered onto the school premises through the blue gates. Parents/carers must accompany their children to the gate or give consent for a child to walk to Footsteps unaccompanied during iPAL registration.

Key Stage 2 children leave Footsteps to go to class at 8.40am; Key Stage 1 and Foundation Stage children are accompanied by Footsteps staff to join their Class Teacher at the beginning of the school day.

AFTERNOON SESSION (3.20pm-6.00pm)



Class teachers are provided with a list of children who attend Footsteps, specifying which days they attend. At the end of each day, the class teacher will lead these children from their class to the FS1 Building (FS1 – Y2) or the Footsteps Portacabin (KS2) where they will be signed in by a member of Footsteps staff.

In the event of a child failing to arrive at the club after school, the Manager or Deputy Manager initiates the following procedure:

- The school office and the class teacher are contacted to check if the child had been in school that day (the staff will not accept the word of other children) or if a message had been left by parents/carers about the child's non-attendance at Footsteps.
- A search will be conducted (classroom, toilets, cloakroom, playground – extended to the whole school as necessary) to determine whether the child can be found on school premises.
- The child's parents/carers will be contacted to enquire if they had collected their child or if they had made alternative arrangements and had forgotten to let the club know.
- If the above steps do not enable us to find out the whereabouts of the child, the police will be contacted.

It is the parent's responsibility to inform Footsteps, as soon as possible, that a child will not be attending, whether the child is attending a club after school, going home with a friend, or is not attending for any reason – this will avoid unnecessary actions to be taken.

Children attending school clubs

Footsteps staff will collect the children or they are delivered to Footsteps from school club staff when the club has finished. If a child is not at the school club and we are expecting them, then they will be treated as a missing child and the above process will be actioned.

COLLECTION ARRANGEMENTS



On arrival at the Footsteps' Portacabin gate, parents/carers are greeted by a member of staff and their child will be signed out on the iPAL register. The time of collection is automatically recorded by iPAL.

Footsteps ensures that it provides a safe and secure environment for all of the children attending. For this reason, parents/carers must inform the club of all persons who will be collecting their children from the setting – their details must be declared during the iPAL registration process. If any of the identified persons are under the age of 18 years, the setting requires permission to indemnify Footsteps of any responsibility once the child has left the setting.

If someone, not nominated on iPAL, is going to collect the child at any time parents/carers must inform the setting providing a name and contact number and their relationship to the child, at least 24 hours in advance if possible. This allows staff to quickly identify them upon arrival. This saves time and embarrassment to the collecting person and the staff, which occurs when Footsteps go through the necessary procedure of ringing parents to ascertain the identity of the person collecting the child. If contact cannot be made, the child is not allowed to leave.

Any changes to the persons authorised to collect the child or any additions to the list must be recorded on iPAL and emailed to the manager.

Should unfavourable domestic issues arise, Footsteps requests that the matter of collection from the club is resolved since the setting cannot legally prohibit any parent with parental responsibility from collecting their child unless there is legal documentation.

If a parent fails to turn up for their child and/or contact the setting, Footsteps will phone the names on the contact list to ascertain if they are prepared to collect the child. In the event of Footsteps staff being unable to contact any of the named contacts (including parents) or the contacts being unable to collect the child, further steps (identified below) will be taken.

UNCOLLECTED CHILDREN (after 6.00pm)



Footsteps staff have the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the setting will ensure that all children are collected by a parent, carer or designated adult. If a child is not collected at the end of a session, the following procedures will be activated:

- If a parent, carer or designated adult is late in collecting their child, or if it is after 6pm, the Manager/Deputy Manager will be informed.
- The Manager/Deputy Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
- Messages will always be left on any answer phone requesting a prompt reply.
- Footsteps will not release the child to an unauthorised person, even if the collection is late, unless the parent/carers telephones to state that, because of an emergency, a different person will be collecting. If this were to be the case, we would need the name and a physical description of the person collecting, along with identification/ password as appropriate.
- The details will be checked prior to the child being released from the setting premises.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary - under no circumstances will a child be taken to the home of a member of staff.

If the child has still not been collected and there has been no contact with parents by 6.30pm, Footsteps staff will then telephone the Duty Team Social Worker at Solihull MASH (Multi-Agency Safeguarding Hub). Alternatively, if the child is a Birmingham resident, the Duty Team Social Worker at Birmingham CASS (Children's Advice and Support Service) will be called. If the setting cannot make contact on either number, the police will be called to handle the situation.

In the event of Solihull MASH/CASS being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone.



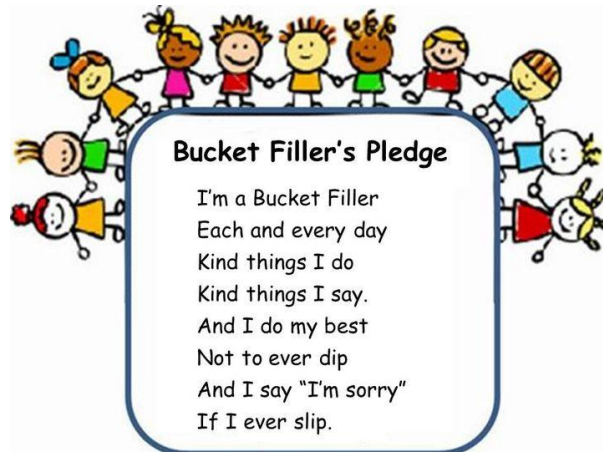
SAFEGUARDING AND CHILD PROTECTION



Footsteps abides by the school's Child Protection Policy, the Safer Recruitment and Selection Policy and the Volunteer Policy.

The school's Designated Safeguarding Leads (DSLs) for Child Protection are; Mrs Vella (Lead DSL), Mr Emery (Deputy DSL) and Miss Moir (Deputy DSL). For out-of-school hours' provision, the DSL is the Manager of Footsteps - Miss Moir, who will ensure that all concerns are recorded, reported and discussed with other DSLs in school as appropriate.

BEHAVIOUR MANAGEMENT



Bucket Filler's Pledge

I'm a Bucket Filler
Each and every day
Kind things I do
Kind things I say.
And I do my best
Not to ever dip
And I say "I'm sorry"
If I ever slip.

Footsteps abides by the principles, which underpin the school's Care and Behaviour Policy. Staff will keep in close contact with school to ensure consistency across both settings.

ADDITIONAL INFORMATION



Further to the information given above, indicated below, are some of the policies that Footsteps abides by:

- **Policy for the use of Mobile Phones and Devices Capable of Taking Images (OLC)**

If a member of staff needs to make an urgent call, then the Club's phone will be used. Should a member of staff have a family emergency or similar, which may warrant the need for their mobile phone to be on during work time, then the situation will need to be discussed with the Footsteps' Manager or Deputy Manager.

Staff may only use the club/school camera/iPad to take photographs of children at the Club, except with the express permission of the Manager. Staff will never use their personal mobile phones or cameras to take photographs at Footsteps during working hours.

- **Code of Employee Conduct**

Footsteps expects all members of staff to follow OLASS's Code of Employee Conduct, which sets clear guidance on the standards of behaviour always required from all staff, to ensure that staff meet the highest possible standards of conduct. Staff are in a position of trust and influence as role models for the children in their care and as such must demonstrate behaviour that sets a good example to all users of the provision. For this reason, staff have a responsibility to maintain their reputation and the reputation of the school, both during and outside of working hours.

Staff will therefore treat everyone (children, parents/carers and visitors) courteously and with respect.

Whilst working at Footsteps, staff will need to help to set up and pack away the resources necessary, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing worn will be chosen accordingly, considering comfort, health and safety, and practicality.

● **Complaints Policy**

We are delighted that parents have chosen to send their child to Footsteps. We work extremely hard to provide every child with the best possible opportunities and we ask parents to give us their full support. Footsteps is committed to open and regular dialogue with parents/carers and welcomes all feedback on the provision. Occasionally, however, parents may have some worries or concerns – we ask for these to be raised with us straight away.

Please note that unless appropriate, issues will never be discussed in front of children. If a parent/carer has a complaint about some aspect of the setting's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned. Parents or carers should approach the Head Teacher if they are not satisfied with the outcome following their conversation with the Manager. If the parents are still concerned following this, they will then follow the school's complaints' procedure (this is available on request or on the school's website).

● **Special Educational Needs and Disabilities Policy**

At Footsteps, in line with our Catholic ethos, we believe that everyone has a special part to play in God's plan. As a fully inclusive school, OLC School welcomes all children, with their individual strengths and needs and strives to give them the best opportunities to be able to participate in school life, progress and achieve their potential. We believe that all children are entitled to rich and diverse opportunities, differentiated to meet the needs of all children.

Footsteps will work closely with the Inclusion Team at the school to ensure that the needs of the children attending Footsteps receive the necessary care and support.



●Confidentiality Policy

Staff will not pass on any information about children attending Footsteps, or about their parents and families, to third parties (including other parents, friends, other children at the setting, the press...) without their permission. **The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue.**

No material relating to Footsteps or its users will be posted on personal social media sites.



●Whole School Food Policy

In line with government recommendations and the School Food Trust Board, as well as school policy, Footsteps is committed to providing quality healthy snacks.

Footsteps provides breakfast between 7.45am until 8.20am. The children can choose from a selection of cereals or toast with their choice of spread.

Footsteps provides children in the after-school club with a snack between 3.20pm and 3.45pm.

Fresh drinking water is available throughout the session, and children are encouraged to help themselves when thirsty.

Footsteps promote the children's understanding of the social perspective in which eating takes place. Snack times are planned as a pleasant and social event, where children take turns, share and are polite - we encourage children to use common courtesies such as, 'please' and 'thank you'. Staff sit with the children encouraging them to listen and talk to each other.

Children are encouraged to bring a tea box from home if they are to be collected from club after 4.30pm. Tea-boxes must be clearly labelled and contain an ice block. We encourage parents to join us in providing healthy snacks as part of our policy on healthy eating. Please note that Footsteps cannot re-heat/heat food brought from home.

Due to severe allergy to nuts suffered by some children attending the setting, Footsteps is a 'nut aware' setting with policies and procedures in place, to minimise the risk of exposure to nuts, making our setting safer for those with an allergy. We will not deliberately provide any food which contains nuts and would ask parents to respect this rule when providing/ preparing their child's tea-boxes.

The club is also keen to introduce children to different religious and cultural festivals and events through different types of food and drink as part of their programme of activities.

● **Managing Intimate Care and Supported Toileting**

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be always treated respectfully. Footsteps abide by the school's policy for managing intimate care - staff who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg health and safety, child protection, manual handling) before providing intimate care.

● **Equal Opportunities Policy**

Footsteps aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The club will endeavour to challenge any offensive behaviour, language or attitudes regarding race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

● **First Aid**



Footsteps is committed to encouraging and promoting good health and dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care. If a child becomes ill during the session, parents will be contacted to pick up the child. Parents/carers are therefore requested to keep their contact information up to date; if a parent cannot be reached Footsteps will contact the next person on the authorised list. Exclusion times for childhood illness will be in line with school policy.

First Aid Procedures

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the setting recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given if needed. The manager/deputy manager/assistant manager are responsible for First Aid. They and other staff members have an up to date First Aid certificate and are responsible for administering basic First Aid when necessary and appropriate.

The manager/deputy manager/assistant manager has responsibility for maintaining the correct contents of all First Aid boxes. The First Aid box is regularly checked to ensure its contents are up to date; it is in good condition and fulfils the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the First Aid box, and the names of any other qualified first aiders, is clearly identified on the parents' noticeboard. A First Aid kit is taken on all off-site visits or outings.



• Procedures in the Event of a Major Accident, Incident or Illness

Footsteps requests that parents/carers give consent via the registration process on iPAL, to enable the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the setting. In the result of such an event, the following procedures will apply.

In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action. The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as parental consent has been given. If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision. Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the setting and its staff. All such accidents or incidents will be recorded in detail and logged in the Accident Book. Parents/carers will be asked to

sign in the relevant section to acknowledge the incident or accident and any action taken by the setting and its staff.



•Sun Protection Policy

Footsteps abides by the principles of the school's Sun Protection Policy which aims to achieve this through protection, education and collaboration. At Footsteps, we want all children and staff to enjoy spending their time outside safely, without the risk of the harmful effects of the sun.

Parents are therefore asked to ensure that sunscreen is applied to all exposed parts of the child's body. They are also asked to provide a high factor sunscreen; children are encouraged to wear hats with brims so that most of their face is shaded. Parents whose children are allergic to sunscreen should either try to find an alternative or ensure that their child is wearing adequate clothing. If children are playing in the water, the sunscreen may wash off and may therefore need to be reapplied once they have been dried. Where necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given on children's registration forms. There will be 2 members of staff present when applying sun cream.

Staff encourage the children to take responsibility for their own safety by reminding them to drink lots of water. Footsteps ensures that activities set up outdoors are kept in the shade where possible and that children are encouraged to use shaded areas for their games. Through discussion and topics, children are also taught appropriately about the need for sun protection and its importance.



•Administration of Medication

Wherever possible, children who are prescribed medication should receive their doses at home. Please note that staff may only administer medication to the child if it is prescribed by a GP and if the request to do so is from the child's parent/carer. Parents/carers can make such a request by completing and signing the Administering Medication Form. All medication must be in its original container showing the child's name, name of medication, dosage, expiry date and any other additional requirements. Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The setting is likely to decline a request from

parents/carers to administer medication where this involves technical knowledge or training.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

All medicines must be handed in to a member of staff on arrival at Footsteps. The member of staff will ask you to complete the Administering Medication Form. The member of staff will then take the medication to the school office at the beginning of the school day and will collect it again at the end of the school day if the child is attending Footsteps that afternoon. The member of staff will check with the school office to ensure the medication has been given at the time stated on the form.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If such a situation occurs, the manager and the child's parents/carers will be notified, and the incident will be recorded on the medication form.

With regards to the administration of life-saving medication such as insulin injections or the use of inhalers, staff involved in administering the medication will receive training from a qualified health professional. Staff receive regular Adrenaline Auto Injector and asthma training.

Medications such as EpiPens, asthma inhalers, Piriton and Diabetes testing kits will be kept in a first aid box which is clearly marked. Each child's medication is in a separate labelled Ziploc bag which includes the expiry date of the medication.

Footsteps works closely with the school to ensure continuity of care for all children, including any child whose needs are identified on a Care Plan. All staff in the setting are kept updated with processes and procedures identified to address the health needs of the child.



Footsteps' Terms and Conditions

1. I understand the club's Policies and Procedures (which can be found on the school website,) and the expectations and obligations for the club, myself, and my child.
2. I understand my child will not be allocated a place at Footsteps unless all school and Footsteps debts are cleared.
3. I agree payment is due in advance by the 1st of each month. Voucher payments must be recorded on iPAL. All TFC accounts must be linked to iPAL and paid via iPAL.
4. Payments must clear in the OLAAS bank by the 25th; a £15 late fee will otherwise apply.
5. Continued late payments may result in my child's place being withdrawn.
6. I understand there are no refunds or swaps for missed sessions, including closures, illness, clubs, trips or holidays.
7. I understand a 4-week cancellation notice is required by email to the Footsteps Manager.
8. I will notify Footsteps by email if a different adult is collecting; in exceptional cases, a call with a description is acceptable.
9. I understand collection by anyone under 18 requires separate consent agreed by the Manager.
10. I will inform staff if my child does not attend on a scheduled day.
11. I will keep the Manager informed and update iPAL with any changes to my child's details.
12. I understand Footsteps opens at 7.45am and cannot accept children earlier.
13. I understand Footsteps closes at 6.00pm when the school locks up.
14. I will contact Footsteps if I am running late.
15. I understand late collection will incur a charge, automatically added to my iPAL account.
16. Two late collections (after 6pm) will prompt a meeting; a third may result in my child's place being withdrawn.
17. If my child is not collected by 6pm and contacts cannot be reached, Footsteps must contact the out-of-hours duty social worker.
18. In a medical emergency, I consent to my child receiving necessary treatment; staff will make every effort to contact me.
19. My child's information will be treated confidentially but may be shared with relevant agencies for safeguarding purposes.
20. Ad-hoc sessions must be requested by email up to two weeks in advance.



Footsteps 