



For our groups and activities to run in a safe and friendly way, Alwoodley, Roundhay and Moortown Children's Centres have provided the following agreement.

- Safeguarding: To ensure we are safeguarding all children we ask that you inform a member of the Children's Centre staff team of any injuries/marks present on your child prior to the group. You may be asked to fill in a small form.
- All families attending the group session are encouraged to complete a Children's Centre Registration Form.
- All Mum's, Dad's and Carer's are asked to fill out the group register at the beginning of each session.
- All Mum's, Dad's and Carer's are responsible for the children in their care at all times within the group sessions. No child should be without adult supervision at any time. If support is needed please speak with the group practitioner.
- All Mum's, Dad's and carer's are responsible for their own belongings.
- No smoking is allowed within the buildings or the grounds.
- If you should need to use a mobile phone during the session please do so outside of the room, whilst continuing to supervise your child.
- At Moortown Children's Centre we have a No shouting & No smacking policy.
- At our Children's Centres we safeguard all children at all times. This is embedded by recording accidents if a child should hurt themselves within the Centre. Also recording any incidents that happen outside of the Centre. All recording will be using the correct paperwork.
- In the event of a fire please leave by the nearest fire exit and gather at the fire assembly point as instructed by the Children's Centre staff during your induction.
- We encourage all Mum's, Dad's and Carer's to participate in the planning and evaluating of the sessions.
- At the end of the sessions could all Mum's, Dad's and Carer's please makes an effort to help clear away the toys and equipment in the appropriate boxes/containers.
- Last reviewed March 2016, to be reviewed March 2017. If during this time period you would like to discuss or add anything please speak to a member of staff. This can be done confidentially at the end of the session.



Child Name.....

Parent/Carer Name.....

Parent signature..... Date.....

Kind regards

The staff at Alwoodley, Moortown and Roundhay Children's Centre Group.