

# Safe Hands

## Contract with Parents

By booking your child onto a Safe Hands session you are agreeing to the following contact

- I consent for my child to attend Safe Hands. I understand that the club has policies and procedures (which are available at [safehandschildcare.co.uk](http://safehandschildcare.co.uk)), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Safe Hands is a play setting and that whilst my child is there Safe Hands is legally responsible for him/her.
- Once my child arrives at Safe Hands he/she will be in the care of Safe Hands until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club weekly and will minimise last minute bookings will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep my clubsbuddy registration information up to date and make any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Safe Hands. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Safe Hands usually closes at 6.15pm during term time and 6pm during holiday club sessions. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- In the event that there are too few bookings to make a session viable, Safe Hands staff will notify parents. This may mean that the Safe Hands closing time is amended to 5.15pm or 4.15pm.
- If I do not collect my child by the predetermined closing time I will pay a charge as outlined in the late collection policy.
- If I do not collect my child by 15 minutes after the closing time, and the club has been unable to reach me or any of my emergency contacts, I understand that Safe Hands will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Safe Hands tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Safe Hands involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Safe Hands will sign any consent forms necessary for treatment on my behalf.
- Information held by Safe Hands regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.