

## IMPORTANT MESSAGE FOR ALL HOME-START FAMILIES

To comply with the Children Act 1989, Home-Start Uttlesford Family Group is run on similar lines to a Parent and Toddler Group.

This means that the well-being of your child is your responsibility. Home-Start staff and volunteers will do everything they can to make you welcome and comfortable, and to provide suitable activities for you and your child, but they cannot be responsible for the supervision of your child. This also applies to outings and parties.

In order to make the family group a safe and comfortable place for you and your child(ren) we adopt the following policies:

- No smoking in or near the building
- Behaviour
- Sensible/healthy eating
- Bringing guests
- Fire safety
- Appointed first aider

All of our policies are displayed in the building please feel free to read them. If something is unclear please speak to one of the Homestart team who will be happy to help you.

Thank you for your understanding in this matter.

.....  
Christine and Nicola

I accept the conditions set out in this leaflet for the Home-Start Uttlesford Family Group.

Signed .....

Name .....

Home-Start Uttlesford is committed to a policy of equality of opportunity which respects the identity, rights and value of each individual.



## Home-Start Uttlesford

Welcome to the Family Group



Home-Start Uttlesford thank:



for digitally printing these leaflets

## Family Group

The aim of the Family Group is to provide a warm, friendly and supportive atmosphere, where families can feel welcome. The children can enjoy the space to play in a safe environment, giving parents and children the freedom to relax, an opportunity to share problems, have a chat – a light relief from the strain of everyday life.

## Confidentiality

Please be aware of the importance of confidentiality at all times. Everything you see or hear at the Family Group must remain within the Group.

## Refreshments

We hope you will encourage your child to sit at the table with us to enjoy their food and any drinks. This helps them to socialise and understand the dangers of walking around with food and drinks.

If you have a new idea for our menu, please let us know or use our suggestion box.

Please also advise one of the Home-Start team if you or your child(ren) suffer from any food allergies or intolerances.

## Play

The children will have the opportunity to play games, use various toys and construction, listen to stories and help out on the creative table. This enables the children to learn to become more independent, communicate, and learn to share toys and respect belongings. Don't feel embarrassed if some weeks your child is not on the best behaviour. Everyone will understand.

We operate a library scheme and book corner, which offers the children an opportunity to share books and enjoy story time. We hope you will encourage your child to participate in these activities.

During the Group the child's safety and welfare is the responsibility of the parent, not the Home-Start staff, although we are of course there to help you have a good time.

Time at the Group is naturally limited. So that we can make the most of the time available to us, we would be grateful for any help clearing away at the end of the session.

## Safety

Please help us to ensure a safe, comfortable environment by noting the following guidelines:

1. Please keep all hot drinks out of the reach of children.
2. Please ensure nappies are disposed of appropriately by using a nappy sack or bag
3. Please tell Christine/Nicola if First Aid treatment is required. We are not allowed to administer any medicines e.g. paracetamol.
4. All accidents must be recorded in the Accident Book by Christine or Nicola and signed by the parent or carer.
5. Please do not attend the Group if you or your child feel unwell or have an infectious illness. It would be helpful if you could let us know.
6. Please advise us if you wish to bring a guest to the group by calling the office 01799 520728
7. Please make sure that you have signed the attendance book on entering the Family Group. This is important in case of fire.
8. If you wish to leave the room, please inform a member of staff.
9. Please follow the no smoking policy guidelines.
10. If you see anything that concerns you regarding Health and Safety within the Group please inform Christine or Nicola.