The Kingfisher Club Office

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**General Policy Statement**

**(Policy No. 1)**

**Kingfisher Club Codes of Practice/Policies and Procedures were compiled by the Club**

**Co-ordinator after consultation with the following;**

1. Permanent members of Staff
2. Committee Members
3. Parent and Children Members

**Assistance was received from the following organisations;**

1. Scottish Out of School Care Network - SOSCN
2. Scottish Care Commission now Social Care & Social Work Improvement Scotland (SCSWIS)
3. West Lothian Council
4. Scottish Social Services Council - SSSC

**Responsibilities**

1. Final responsibility for ensuring Club Codes of Practice/Policies/Procedures are upheld is that of the Kingfisher Management Committee.
2. The Club Co-ordinator is responsible for ensuring compliance of Codes/Policies/Procedures at all premises of the Kingfisher Club.
3. The Co-ordinator is responsible for ensuring all staff, children and members are aware of Codes/Policies/Procedures and how they should be implemented.
4. All employees have a responsibility to co-operate with the Co-ordinator to ensure compliance of Codes/Policies/Procedures in their place of work. Employees will be issued with copies of relevant documents during their induction training period.
5. All employees are accountable for and take responsibility for the quality of their work within the Club.
6. Effectiveness of Club Practices is discussed at staff/committee meetings. Comments or suggestions are recorded; any formal changes will be notified to members in writing by the Co-ordinator.
7. The Club Co-ordinator will review all Club Practices and their effectiveness regularly throughout the year.