



### Downlands Dandelions Pre-School and Out of School Club

Dandelions Pre-School and Out of School Club is run by a committee that is represented by parents and staff of Downlands School.

The committee are responsible for the following aspects:

The running of the base, Manager.	Mrs Williams.
Liaison with Early Years coordinator.	Mrs Williams.
Treasurer of account to bank.	Mrs Whitlock & Mr Frame.
Collection of cash payments or in her absence.	Mrs Williams Mrs Cooper Mrs Churchill.
Contact with the LEA or OFSTED.	Mrs Williams or Mrs Whitlock.
Contact with outside agencies.	Mrs Williams (SENCo), Mrs Cooper (SEN) and Miss Hitchings (SEN).
Contact with cash transactions.	Mrs Williams.
Overview, decision, running and spending.	Full Committee.
Recruitment of staff.	Management and selection of Committee Members.
Disciplinary and grievance procedures.	All members

The role of the committee is to: -

- Ensure that all the staff have access to be trained in house or through Early Years local schemes.
- To discuss any child protection issues that are necessary to ensure the safety of the child at all times. Confidentiality is paramount in all aspects of school issues.

Reviewed November 2014

Reviewed December 2015

Reviewed January 2017

Reviewed/ amended November 2017