

## Inverbrothock Out of School Care Club

Charity Number: SC030097

### Message policy

This policy has been introduced to ensure that any messages that are given to staff are written down correctly and passed on to all staff. It is everyone's responsibility to know what is going on in the club. The aim of this policy is for all staff to pass on messages correctly and we will do this by:

- Writing all messages in the message book and signing it and dating it
- Writing all messages down as soon as they are passed to you from parents.
- Making sure that the messages are also written on the message sheets that we have including the date, the period that the change will run for, signed by the member of staff who took the message and signed by the manager.
- In the manager's absence due to holidays and sick leave then a member of staff will be appointed the responsibility of making sure that all messages are clearly received and passed on to all staff
- If anyone is unsure of any messages, they are to ask the manager and the staff member who wrote it down.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated January 2021.