



**Entry and Exit**

**Updated: For review:**

**March 2020 March 2022**

**Entry and Exit Policy**

**Purpose**

The purpose of this policy is to set out guidelines for the Development/PlayVan Worker, all interested parties and parents/carers concerned in setting up a new Playvan Group.

**Additional Authority**

The Diocese of Norwich PlayVan Trustees and in some cases Action for Children and the Head of the School if using their premises.

PlayVan Development Worker

Diocesan House

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Easton

Norwich

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**Aims of the PlayVan**

The PlayVan aims to help establish and support the development of weekly playgroup sessions in rural locations in Norfolk. It creates a place for babies, young children and their families to socialise, learn and have fun.

**Procedure for starting up a new group**

1. Development Worker needs to
* discuss arrangements with trustees and decide on the length of the involvement of the PlayVan.
* contact local clergy
* make enquiries in the community about suitable volunteers
* book suitable premises
* meet with Action for Children Coordinator or appropriate contact to discuss needs and approach
1. Advertise the group - design posters and flyers and distribute
* local schools
* church
* parish magazine
* local shops
* doctors’ surgery
* facebook
1. Make a new group folder containing:
* contact details for venue, key holders and cleaners where necessary
* term timetable
* parent/carer contact details and children’s information
* attendance record sheets
* initial risk assessment sheet
* weekly risk assessment sheet
* policies and procedures
* news letters
* comments and assessments form
1. Make up a refreshment box containing:
* refreshments
* children’s plates, cups, beakers
* chopping board
* knife
* anti-bac wipes and tissues
* cloths
* anti-bac spray
* rubber gloves
1. Provide a taster session: Arrange a suitable time with all parties concerned.
2. Try to secure volunteers to help set up, make refreshments and pack away.
3. Consult with relevant people and determine the length of project from the beginning. Evaluate and review the group at six week intervals.
4. Establish with each new group a time at which the PlayVan will exit.

**Procedure for exiting a group**

1. The Development/PlayVan Worker will find a member of the community to take over the group.
2. The Development/PlayVan Worker will support that person or persons by:
* working alongside for as long as necessary,
* support monthly initially then half termly as the volunteer/s feels more confident.
* support with resources as necessary and creative ideas.
* arrange for church or school to provide DBS checks and any necessary insurance.
1. Where possible secure appropriate storage for toys and equipment.
2. Confirm the closure of the group at least a half term ahead of time if there is no longer a need.
3. Encouraging parents to attend other PlayVan groups in the area.