

Policy title	Kids/Youth TLC Holiday Programme Requirements
Policy area	Academic / Strategy
Policy available for Students – yes/no	NO
	<p>Expectations for Service</p> <ul style="list-style-type: none">● Parents and children using TLC services should expect to be treated with respect and complaints to be taken seriously● Booking systems and communications are up to date and quick and easy to use● Delivery of the programme is age appropriate and inclusive to different cultural and social groups, including people with disabilities● The space is clean and tidy and safe for children to use● Staff takes health and safety and emergency procedures seriously● The Youth Programme will continue to adapt to the needs of its community and improve its services where possible. <p>Review and Improvement</p> <p>The kids Youth Programme will be reviewed on a term by term basis by the Youth Art Coordinator to see where improvements to the programme delivery and service can be made.</p> <p>The Youth Art coordinator will run a review and planning session once a term with delivery staff to review the current programme to see where improvements can be made. Improvements could include looking at policy, health and safety, material storage and sourcing, delivery of new courses and improvements to physical space the classes are run in.</p> <p>The Youth Art Coordinator will also use this time to restock materials and organise and refresh the space for the following term. This could include cleaning surfaces like windows, floors and removing hazards.</p> <p>The Youth Art Coordinator will be responsible for proposing any major changes and improvements to the programme to the Academic and Strategy Board.</p>
Related Procedures	
Date Created	August 2021
Review Dates	
Next review date	August 2022
Links	