

Summer Lane Out of School Club



Sun beams fun club

Policies & Procedures

Admissions and Fees

Our club is committed to providing a fair and open admission system that offers a competitively priced and good value service to children and families from all sections of our local community. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up childcare element of the working tax credit and the Government tax free childcare scheme.

Admissions

When a parent/carer contacts the club enquiring about a place for their child, they will be given all the relevant information they require including details of the admissions and fees policy and informed of whether there is currently a suitable place for their child.

If a suitable place is available the parent/carer will be asked to register their child on our online booking system. This contains information concerning your child and is confidential.

Waiting list

If suitable places are not available then a waiting list will be implemented. It will be operated on a first come first serve basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending. Once a place is available the manager will contact the first person on the waiting list and if this place is not suitable it will be offered to the next person on the list.

Fees

The club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents/carers respect its policy in respect of fees.

The current fees are:

Breakfast £8.50 from 7:15am (includes breakfast)

Afterschool £8.50 up to 4:30pm and **£11.50** up to 6pm (all include snacks). These prices will be reviewed annually.

Fees will be required to be paid weekly, Monthly or termly in advance to cover outgoings and to ensure staff wages are paid on time. If payments are not made in advance this may result in your child not being admitted into the club.

Payment can be made by either cash, BAC'S, voucher scheme or Government Tax free childcare scheme.

We do not offer sibling discount and all booked sessions must be paid for including when your child is sick or have gone to friends/relatives etc (regardless of the amount of notice given).

Inset days and bank holidays will not be charged for. However, unexpected closure of the school due to unforeseen circumstances such as snow, heating failure, strike days etc will still be charged for but alternative sessions will be offered where possible on request.

Late payment charges

If payments are not made by the due date it may result in your child not being able to attend the club and will also be charged late payment fees. **If late payment fees are added it will be £10 for every week late.**

Persistent late payment may result in your child's place being terminated. If you have difficulty paying fees, please speak in confidence to the manager.

Changes to days and terminating your place

Two weeks notice to terminate your child's place must be given. Requests for changes to days should be made to the manager and will be accommodated where possible.

Absence

If your child will not be attending the club for whatever reason please remember to let us know by either calling or texting, even if you have informed your child's school. If you know in advance of any days when your child will not be attending, please try to let the manager know as soon as possible so we know not to expect your child on that day. Please note that all sessions are still chargeable even if your child is not attending in order to secure their place.

Summerlane- 07732786564 St marys- 07726499073

Arrival and departure

Nursery, reception and key stage 1 Children will be escorted on the corridors to the club's room/ their classrooms by a staff member from out of school club. The older children will be asked to make their own way to and from the room via the corridors and their times of arrival and departure will be recorded on the register. If a child hasn't arrived at the club without prior notice, staff will check to see if they attended school that day, they will not simply accept the word of other children. If the whereabouts of the child is not clear, either school staff or the club's staff will contact the parents/carers as soon as possible.

Children should always be collected by a named person stated in the child's registration form. If your child/ren is to be collected by someone under the age of 16 you will need to complete our permissions form. In exceptional circumstances when it is not possible for your child to be collected by a named person, parents/carers must notify us.

The club finishes at 6.00pm prompt, if you are delayed for whatever reason please telephone the club to let us know. If this becomes persistent then a late payment fee of £5 per 15 minutes after 6pm will be charged to cover staff wages or it may result in your child's place being terminated.

The entry to Summer Lane out of school club will be through Summer Lane schools carpark via the pedestrian gate only, using the intercom system. Please note that the carpark is for school staff only. Please use the designated walk way which takes you to the far end of the car park & past the large bins. Parents/carers will wait at the locked gate for your child to be let in/out by a member of out of school club staff.

For St Marys access can be gained through the main entrance off stocks lane or via the gates on clumber street (near garages). The schools carpark must not be used by parents/carers when dropping off or collecting children from out of school club.

We cannot accept responsibility for any children arriving independently until they have arrived at the clubs room i.e. If a child is dropped off at the main gates for breakfast club and makes their own way to the club or If your child attends any other after school activities and arrives after the start of the session.

Equality and diversity including British Values

Our club will take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual whether they be an adult or a child. Our club is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. No one is discriminated against regardless of gender, age, disability, race, religion/belief, colour, creed, marital status, ethnic or national origin, or political belief and will not inhibit a child from accessing the club's services.

We at the club are committed to:

- Ensuring that our service is open and available to all parents/ carers and children in the local community and are all treated with equal concern and value.
- Providing a place wherever possible, for children who are disabled or have individual circumstances and work closely with parent/carers on their requirements.
- All children will have equal access to all activities and we will make reasonable adjustments where possible to eliminate barriers.
- Promoting understanding, respect and awareness of diversity and equality by encouraging all children to celebrate theirs and other cultures and religions so that they can flourish and feel valued.
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant behaviour, language and attitudes to each other
- Ensuring that the clubs recruitment policies and procedures are open and fair and non-discriminatory.
- Ensure all policies, practices and procedures promote equality and diversity

Inappropriate Attitudes and Practice

All staff are responsible for challenging inappropriate attitudes, behaviours, actions, language and practice of anyone accessing the club. This will be done sensitively and discreetly wherever possible and staff will offer support to the individual to ensure there is no reoccurrence of the situation. If club users do not react positively to staff, they may be asked to leave the club.

The club has a duty to report and record racial incidents.

The club offers play, development and care which encourages children to develop positive attitudes to people who are different from them. This encourages children to empathise, value and respect others.

We do this by:

- Making children feel valued and good about themselves
- Ensuring equality of access to learning and play
- Reflecting the local and wider communities
- Avoiding stereotyping
- Celebrating appropriate festivals
- Helping children understand that discriminatory remarks and behaviour are unacceptable
- Ensuring that play, learning, development and care offered is inclusive for children with special educational needs and disabled children
- Ensuring that children whose first language is not English have full access to activities and support is sought from appropriate sources if access issues arise.
- Incorporate 'British Values' within our setting, including democracy, rule of law, individual liberty and mutual respect and tolerance by:

Democracy—Encouraging self-confidence by involving the children in decisions about our club such as role play themes, displays and resources. Support children to express and talk about their own values, views and feelings and to respect those of others.

Rule of Law – Encourage children to show empathy to each other and that their behaviour and actions have consequences. Support the children to understand right from wrong and the importance of rules by getting the children to work together to create group agreements.

Individual liberty – Encourage children to develop a positive sense of themselves by providing opportunities for them to develop their self-knowledge, self-esteem and increase confidence in their abilities. We will do this by allowing children to take appropriate risks and challenges and encourage them to think about managing their own risk and allowing them to experiment with different resources to create their own master pieces. Encourage the children to talk about their own experiences and feelings and develop an understanding of each other's differing opinions.

Mutual Respect and Tolerance – Support children to value each other and those in the wider community, develop their understanding of similarities and differences between themselves and others. We do this by providing a range of resources which can be used to create and explore costumes from different countries during role play.

The club will work in partnership with parents to ensure that medical, cultural, religious and dietary needs of children are met. The club will also help children to learn about a range of food from different cultures.

The manager will be responsible for ensuring that the equality and diversity policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- Staff receive appropriate training for a child's individual needs.
- The equality and diversity policy is consistent with current legislation and guidance and meets the requirements of the Equality Act 2010 and the prevent Duty 2015.

Special Educational Needs & Disabilities

Our club is aware that some children have special educational needs that require particular support and assistance. We are committed to taking appropriate action to make sure that all children, if possible are able to access our services and made to feel welcome.

SEND co-ordinator: Julie Sharman & Katie Sharman

The club is committed to the integration of all children in its care. The club also believes that children with special educational needs and/or physical disabilities have a right to play and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The policies, procedures and practices of the club in relation to children with special educational needs and/or physical disabilities are consistent with current legislation and guidance. These include the Special Educational Needs and Disability act 2014 and the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2014) and the Equality Act 2010.

The managers will be the special educational needs coordinator and manage the provisions for children with special educational needs. The managers/staff will have the relevant training and experience in the care and assessment of such children.

- The manager will ensure that all staff who work with children with special educational needs have appropriate skills and training and awareness that children with SEN maybe more vulnerable to abuse and not to assume it is always part of their disability.
- The child's progress will be reviewed and monitored by holding meetings with parents/carers, other staff and agencies if and when necessary.
- We will assess each child's specific needs and adapt to the clubs facilities and activities where possible.
- Liaising with parents/carers about the needs of their children and the actions of the club as well as being the point of contact for parents/carers
- Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.

Safeguarding children

Named persons: Julie Sharman, Katie Sharman & Jessica Schofield

Our Club's first responsibility and priority is that the children in our care are protected from abuse, harm and radicalisation. Therefore, all staff and volunteers are carefully recruited and have full up to date Disclosure & Barring service checks and references are obtained. If a member of staff have any cause for concern they will report it to the designated safeguarding leads who are Julie Sharman, Katie Sharman & Jessica Schofield who will then liaise with the schools designated safeguarding lead and follow the Barnsley Safeguarding Children's partnership procedures (BSCP).

Staff will complete safeguarding training every 2-3 years and will be kept up to date to understand that child abuse can be any of the following;

Physical abuse - Physical abuse is deliberately physically hurting child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. Physical abuse can happen in any family, but may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens.

Emotional Abuse - Emotional abuse is the persistent emotional maltreatment of a child. It is sometimes known as psychological abuse and it can have severe and persistent adverse effects on the child's emotional development. It may include deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve serious bullying, including online bullying through social networks, online games or mobile phones by a child's peers.

Neglect - Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child.

Sexual Abuse - Sexual abuse is any sexual activity with a child. Many children and young people who are victims of sexual abuse may not recognise it themselves. A child may not understand what is happening and may not even understand that it is wrong. It may involve physical contact, including assault by penetration (e.g rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may also include non-contact activities, such as

involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

Contextual Safeguarding

Safeguarding incidents and dangers that they may experience beyond their families such as in school, in their groups of friends, within their community & local area and even online.

County lines, cuckooing and child criminal exploitation

County lines are the organised criminal distribution of drugs from the big cities into smaller towns and rural areas using children and vulnerable people.

The main county line gangs operate from the bigger cities and recruit Young people, typically 15 or 16 but sometimes younger. They often do this by befriending them, making them feel part of the gang/family, buying them items of clothes/trainers, new phones that they otherwise couldn't afford. They are then manipulated into drug dealing, travelling by public transport into rural or coastal areas carrying drugs and a disposable phone.

Cuckooing - If a drug runner needs a place to stay, the gang will take over a home of a vulnerable person. Once in the property, drugs and weapons can be stored there, as well as using it as a venue for dealing drugs and the sexual exploitation of girls and young women.

Extremism and radicalisation All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. Under the counter terrorism and security Act 2015. Which is also known as the **prevent Duty**. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

Domestic abuse – Domestic abuse is any type of violence, threatening behaviour, controlling, coercive or financial abuse between people who are or who have been in a relationship, regardless of gender. Children who are witness to this behaviour can be significantly affected by what they see and hear.

fabricated or induced illness – FII -This form of abuse is serious but quite rare. It occurs when a parent or carer (most often a child's biological mother) exaggerates or deliberately causes the symptoms of illness in the child.

Female Genital Mutilation (FGM) – This is a procedure that intentionally alters or causes injury to the female genital organs for non-medical reasons. FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. It is an offence for any person in England, Wales or Northern Ireland (regardless of their nationality or residence status) to perform FGM, or to assist a girl to carry out FGM on herself. It is also an offence to fail to protect a girl from FGM.

Breast Ironing - Breast ironing is when a young pubescent girl's breasts are ironed, massaged and pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It's believed that by doing this young girls will be protected from unwanted sexual attention.

Honour Based Violence - Honour based violence where children are targeted because they have brought shame to a family, or they have violated cultural or religious rules.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

Staff will be kept up to date with safeguarding and relevant legislation to further their knowledge and gain confidence to identify children who maybe at risk and by reading relevant publications (newsletters from Families information service and other agencies).

All staff members are aware that we must notify Ofsted of any allegations of abuse, which are alleged to have taken place whilst the child is in the care of the setting.

We are familiar with the Barnsley Safeguarding Children partnership (BSCP) procedures and have within our setting the 'working together to safeguard children' document.

We have on our notice board a copy of the relevant flyers and booklets for guidance, and all of the staff have read and understood them.

Child protection concerns that could identify a particular child are kept confidential at all times, and only shared with people on a need to know basis.

Parents must notify a member of staff of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

We work together with parents to make sure the care of their child is consistent.

At our club staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our club, inside and outside of their home and whilst online. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

All staff at our club are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they always speak to the designated safeguarding lead.

Logging a concern

All information about the suspected abuse, disclosure or concern, will be recorded as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must;
-Make no observable judgement

- Ask open questions that encourage the child to speak in their own words
- Make no promise that cannot be kept: such as promising not to tell anyone what they are being told.
- Reassure the child that they are doing the right thing by telling you and they are not to blame
- name, signature and job title of the person making the record.

The record will be given to the Club's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Barnsley Safeguarding children partnership as soon as possible (BSCP) 01226 77 24 23 in line with the local reporting procedures, which can be found on the "Do you think a child is at risk of abuse" poster displayed on the staff notice board. The DSL will follow up all referrals to Social Care in writing within 48 hours.

If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations and refer the matter to the DSL. For minor concerns regarding radicalisation, the DSL will contact the Barnsley Safeguarding Children partnership (BSCP) For more serious concerns the DSL will contact the Police prevent team on 01142523217 (8am-4pm) the non-emergency number (101). For urgent concerns the DSL will contact the Police using 999

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded, Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer as soon as possible (LADO) 01226 77 23 41 or 07969 52 97 79 and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the Club will make a referral to the Disclosure and Barring Service.

Our Aims:

- all staff have a copy of this **Safeguarding Policy**, confirm their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of how to respond in a timely way at the earliest opportunity
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation

- staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults behaviour or practise
- Staff will not carry out a personal task that the child is capable of doing themselves. Where this is essential (i.e. when a child has soiled themselves) staff will help a child and if possible be accompanied by a colleague. Unless a child has a particular need, staff should not accompany children to the toilet.
- If a child makes inappropriate physical contact with a member of staff, student or volunteer, this will be recorded fully on a incident record form
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times

Contact numbers: -

Barnsley safeguarding children partnership - 01226 772423

Emergency Duty team–01226 787789

LADO – 01226 772341 or 07969 52 97 79, LADO@barnsley.gov.uk

Safeguarding children unit – 01226 772400

Disabled children’s team – 01226 774050

Police prevent duty team: 0114 2523217 (8-4pm)

Secure email (prevent concern: prevent@southyorks.pnn.policsws.uk)

Police: 101 (non-emergency)

999 (emergency)

Anti-terrorist hotline: 0800 789 321

Ofsted: 0300 123 1231

Whistleblowing Policy

Our club is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the club they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by the Club, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**.

Raising a concern

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the Club's manager. If, due to the nature of the problem, this is not possible the staff member should then raise it with:

- Ofsted (if it concerns the safe and effective running of the club)
- The Local Authority Designated Officer or the Local Safeguarding Partnership (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's **Safeguarding Children policy**)
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity Protect for advice.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other channels are open to them: • NSPCC whistleblowing advice line is available. 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends.
email: help@nspcc.org.uk.

- Ofsted provides guidance on how to make complaints about a childcare provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).
- General guidance on whistleblowing can be found via: Whistleblowing for employees.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the Club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Contact information

LADO (Local Authority Designated Officer): 01226 77 23 41 or 07969529779

LADO@barnsley.gov.uk

Barnsley Safeguarding children Partnership: 01226 77 24 23

Ofsted: 0300 123 1231

Protect (*formerly Public Concern at Work*): 020 3117 2520 (website: <https://protect-advice.org.uk>)

Related policies

Safeguarding Children policy.

Intimate Care

When providing intimate care, we will ensure that the child's safety, dignity and privacy are maintained at all times.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and menstrual care.

Staff at the Club who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg safeguarding)

Staff will work in partnership with parents or carers and the child, where appropriate, to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Which staff will carry out intimate care tasks
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
- Additional equipment required
- Child's preferred means of communication (eg verbal, visual)
- Child's level of ability – what tasks they are able to carry out by themselves

Toileting

The Club ensures:

- There is an adequate number of toilets and hand basins available, providing separate toilet facilities for adults and children.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
- That in making decisions about supporting children's toileting, dignity and respect for the child is balanced against the need for appropriate supervision and safety for the whole setting.
- That nappy changing and toileting areas are safe and appropriately supervised

Best practice

When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.

If a child requires intimate care on a regular basis, it may be necessary for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable

We have policies in place that promote safe recruitment, as well as having sound staff supervision, safeguarding and intimate care procedures; together these ensure

that, should a child need consistent care from one member of staff, the child's safety and well-being will not be compromised.

Protecting children

Staff are familiar with guidance from the local Safeguarding Partnership (formerly the LSCB). The Club's procedures reflect the guidance in *Working Together to Safeguard Children (2023)* and staff are familiar with the *What To Do If You're Worried A Child Is Being Abused (2015)* flowchart from this guidance.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or the Club's designated safeguarding lead immediately. The procedures set out in the **Safeguarding Children** policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. If necessary, the manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the **Safeguarding Children** policy will be followed.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at the Club will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Safe Recruitment Policy

Our Club uses safe recruitment practices to ensure that all people working with the children in our care are safe and suitable to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- a person specification
- an application form
- a copy of the Club's **Safeguarding Children** policy and information about our Safe Recruitment processes.

The application form includes:

- a declaration that all information is correct
- whether the candidate will submit a self-declaration form to disclose any relevant information under the Rehabilitation of Offenders Act
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative or three character references)

Self Disclosure Form

Using a self-disclosure form gives candidates the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. The club is only able to request information that we are entitled to know about as a potential employer. By using a self-disclosure form we ensure that we only receive information that we need to make a decision about suitability and recognises that self-disclosure forms contain sensitive, confidential information.

Forms should be submitted in a separate, sealed envelope marked 'Confidential' and will be opened for candidates successful at interview. The self-disclosure form does not replace the need for an enhanced criminal record check, which should always be carried out as appropriate to the role.

Interview procedure

We will notify all candidates selected for interview by email. All candidates will be asked to bring the following items to the interview:

- proof of identity, eg passport, driving licence or birth certificate

- proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of relevant qualifications & training
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children. When we have interviewed and observed all candidates, we will make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- send the candidate a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.
- contact referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees.

References:

References must be obtained from the applicant's current employer (or training provider) before employment commences. References must be provided in a timely manner and must confirm whether the employer is satisfied with the employee's suitability to work with children.

The club will not accept references from a family member. We will not ask applicants to obtain their references on our behalf.

Once references are received, we will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. We will follow up any discrepancies to establish the reason for the candidate leaving their current or most recent post, and where information provided in a reference is vague or insufficient, we will follow up with the referee for additional context. We will ensure any concerns are resolved satisfactorily before appointment is confirmed.

We will also take photocopies of the new member of staff's qualification and training to keep on file. All identity checks, and vetting processes and references that have

been completed, criminal records checks and reference number, the date a check was obtained will be recorded.

When a new member of staff starts work at the Club we will give them:

- a contract to sign; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

We will conduct a full induction and work alongside them for as long as we feel necessary.

Disqualification

The Club cannot employ staff or volunteers who have been convicted of specific offences or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006. All new staff must sign a declaration that they are not disqualified when they commence employment and sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified during their employment with us, we will terminate their employment and notify Ofsted and make a referral to the Vetting and Barring Scheme.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information.

If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them. Additional criminal records checks will be made for anyone who has lived abroad.

New staff will only be allowed to have unsupervised contact with children when we have had full sight of a satisfactory enhanced DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will *not be allowed unsupervised access* to the children until we have seen and reviewed their DBS certificate.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our DBS Record sheet. We will update the DBS checks for all staff every 3 years and/or review Update Service checks every three years.

DBS checks with any recorded information

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, the Manager will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

The Manager may seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualifiable offences.

If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn.

If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the club, the Manager may choose to seek further advice (eg from UNLOCK or NACRO) to help inform their decision.

Where the offences are more minor and where children are unlikely to be at risk of harm, the Club will decide on a case by case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicant's attitude to their offences, and whether they would act differently now.

In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the eligibility of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

Equality Act 2010

At all points during the recruitment process, the club will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc.

Related policies

Safeguarding policy.

Contact information

LADO (Local Authority Designated Officer): 01226 772341 or 07969 52 97 79,
LADO@barnsley.gov.uk

NACRO: <https://www.nacro.org.uk/>

UNLOCK: <http://recruit.unlock.org.uk/>

Camera policy

Our main aim is to provide a safe and secure environment where children can watch their own development and record their learning.

Procedure

- The settings camera/tablet is to stay on the premises
- The camera/tablet will only be taken off the premises by the managers for printing purposes.
- If the camera/tablet is to be used during an outing this will be the responsibility of the managers
- No personal cameras, video cameras, mobile phones, smart watches or other devices with cameras belonging staff parents or visitors are to be used within the setting.
- No photos are to be stored to personal PCs or laptops or mobile phone devices, such as DVDs, data sticks, external hard drives etc.
- Staff are to be vigilant within the setting and remind parents of the policy if needed.
- Any photographs printed should remain within the premises and should be done so with intent of usage, any photos that need to be discarded should be shredded.
- Photos can be used for display purposes or evidence of play/learning.
- Parents upon registration sign to give consent of photographs being taken of their child(ren).

Internet usage

- Staff are prohibited from uploading photographs of themselves in uniform, the setting or any images taken within the setting on to the internet and social networking sites. (excluding club and schools website)
- Staff must refrain from discussing the setting, any children, or issues regarding their work on any social networking platforms.
- Under no circumstances are staff permitted to share information to parents/carers/ relatives of individual children over the pages of social networking sites.
- Any staff not adhering to this policy could be subject to disciplinary action.

- Children are not allowed to use their own mobile phones & devices whilst at the club but can use school laptops & Tablets with teachers prior permission.

Mobile phone policy

- Personal mobile phones must not be used in the setting, unless they are required to support staff in their work or in an emergency but, must not use the camera facility.
- Parents and visitors are reminded that mobile phones with cameras pose a risk to ensuring that children are safeguarded and we kindly request that parents do not use the camera facility on their mobile phones whilst on the premises.

Missing/lost child policy and procedure

Staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will remain vigilant, particularly when the children are playing outside, we ensure that the gate is closed/locked to minimise the children leaving our designated outdoor play area. The children are also reminded that if they need to leave the room for the toilet or to collect their belongings, they must inform a staff member so that we know of their whereabouts. If we are on an outing, regular head counts and register checks will be done as well as ensuring there's enough staff for the amount of children.

Missing/lost child within the setting

If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be adhered to.

- Initially staff will thoroughly search the area.
- Staff will be careful to ensure that a calm atmosphere is kept.
- The manager will nominate any available members of staff including school staff to search the surrounding areas, where the child was seen last and all staff will be vigilant to any potentially suspicious behaviour in and around the club.
- The police and child's parents will be called immediately after the initial search if the child is not found within 15 minutes.
- Staff will continue to search throughout all of this process.

Missing/Lost child during an outing

If a child is lost during an outing:

- Staff must be aware of the safety of the other children that are part of the outing.
- An initial search will be carried out by any extra staff members and the club manager will be informed.
- If we feel it is necessary to take the other children back to the club then a member of staff will stay behind (with a mobile phone) in case the child is found.
- After the initial search if the child has not been found, the Manager should inform the police and the child's parents.

Incident Reporting

All incidents of children going missing from the club will be recorded in and in cases of where either the police or social services have been informed Ofsted will also be informed as soon as is practicable. Once the incident is resolved, the manager and the staff team will review the relevant policies and procedures and implement any necessary changes.

Drugs, alcohol and smoking

Our club strongly prohibits the use or possession of cigarettes, vapes, alcohol and illegal drugs on the premises at any time. If staff, students, volunteers or children are found to have broken the rules in respect of this policy it will be treated as a very serious disciplinary matter.

Drugs & alcohol

Staff, students, volunteers or children who arrive at the club clearly under the influence of illegal drugs or alcohol, will be asked to leave immediately and disciplinary procedure implemented.

If a child is found in possession of illegal drugs/alcohol on the premises, their parent/carer will be informed at the end of the session. If staff are found in possession of illegal drugs/alcohol serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the manager must be informed as early as possible. They must also get advice from their GP as to whether they are still suitable to work with children whilst taking the medication.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs/alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty both to inform the manager/ designated safeguarding lead, according to the provisions of the safeguarding children policy.

In such circumstances, the manager/designated safeguarding lead will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Where an illegal act is suspected to have taken place the police will be called.

Smoking/vaping

Smoking or vaping is not permitted anywhere on the premises, this rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

If a child is found in possession of cigarettes or vapes on the premises, they will be confiscated and their parents/carer will be informed at the end of the session.

No member of staff, student or volunteer will not be permitted to smoke or vape during working hours.

Health and safety

- High quality Health & Safety standards will be maintained at the club at all times.
- All staff are responsible for the health & safety of themselves, children, other staff, parents & visitors.
- The club will adhere to health & safety legislation and will seek advice from professional bodies when appropriate.
- A visual risk assessment will be done every day to make sure that the equipment and the surrounding area do not pose a risk to the children that attend the setting. Any unsafe equipment, items, debris will be dealt with and if necessary will be reported to the schools premises manager and recorded on our risk assessments.
- We will also inform OFSTED of any major changes to the premises that may have an impact on the club.

Premises

Any damage will be made safe for the duration of the session or cordoned off and reported to the school as soon as possible. The club will pay for any alterations to be made to the premises if agreed by the school.

Regular checks will be made to the following:

- The structure of the building and the club room, i.e. doors, windows, steps, walls, floors (internal & external)
- Access to the building is clear & safe.
- Access to and safety of the outside play areas.
- All electrical systems are safe and in full working order.
- Toilets are in full working order.
- Kitchen equipment & utensil are safe for use.
- Fire exits are clear and signs are displayed.
- First Aid box is accessible & complete.
- Telephone in working order.

Electrical testing

All electrical equipment used on the premises, are PAT tested regularly by qualified personnel. If staff notice any electrical hazards it must be reported as soon as possible.

- **Activities**
- Activities will be planned with the appropriate level of supervision suited to the children's abilities.
- All play equipment will be regularly checked for its safety.

- Risk assessments will be done on all activities before they are undertaken to ensure the children's safety.
- Any outings such as to the local park will only be done so if we feel they are safe & suitable.

Security

In order to ensure the security of the club as well as the safety of the children & staff:

- All gates will be closed/locked when children are playing outside, except the main access gates.
- Parents will be aware of the procedure for dropping off and collecting children.
- Staff will be informed of any visitors due to attend the whole building during the session by school, such as parents evening, concerts, contractors. Anyone not invited will be refused entrance into our room or outdoor area with the exemption of Ofsted. The staff will ask for ID or contact Ofsted for confirmation.
- Anyone who is within the clubs space and not supposed to be will be politely asked to leave and given an appropriate explanation.
- Visitors must sign in and out of the clubs visitor's book on each visit.

Lock Down Procedure

Lock down procedures should be considered if, for example-

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.
- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity

In the event of any of the above occurring it is our priority to ensure the safety of all children and staff. If the children are outside they will be brought inside immediately and the register will be checked to ensure all children are accounted for. Windows and doors will be closed. If there is an intruder within the vicinity who could pose a threat to children and staff they will be taken to the safest room/ corridor within the school away from any windows and doors, a staff member will contact the caretaker who is usually on the premises to secure all doors and windows to the school. Any other school staff that are still in the building will be asked to help assist

in getting the children to a safe place. The emergency services will be contacted and informed of the situation and how many children and adults are present. We will remain in the safest place until we are instructed to do so by the emergency services and if possible contact parents to inform them of the situation.

ACCIDENT & FIRST AID PROCEDURE

A First Aid qualified member of staff will be present at each session. In the event of an accident the first aider will deal with the accident & injury as informed by their training. The action taken will be dependent on the level of injury. Parents will be contacted if the staff feels this is necessary.

In the event of a major accident the emergency services and the child's parents would be contacted. If the child's contact person does not arrive before the emergency services arrive the first aider will escort the child to the hospital. The first aider must take the child's registration form along with them.

- Any serious accident, illness, injury or death of a child whilst in our care will be notified to Ofsted within 14 days of the incident occurring and where applicable reported under RIDDOR to the Health & Safety Executive and Barnsley's Safeguarding Children Board.

Recording Accidents

All accidents and incidents that occur in the club that cause concern must be recorded, including children, staff, parents & visitors.

If an accident occurs involving a child the following procedure must be implemented:

- It must be recorded in the accident book by the first aider any member of staff that witness the accident.
- The child's parent/person collecting the child will be notified and given a copy of the report. The report will then be kept on file.

Supervision of children

There will be a sufficient number of staff members to supervise children within the setting and the outdoor play area. Supervision is the knowledge of what is happening within the area you are working in, by sight and sound. It is also knowing how to realise that the children appreciate the need for space from adult intervention.

Trips out

Children will be sufficiently supervised on trips out with a minimum of two staff members

Any coaches hired must be equipped with working seatbelts, using a reliable company with adequate insurance and MOT. All relevant documents must be checked before travelling.

Fire safety

Fire drills will take place regularly throughout the term and children will be reminded of the nearest safe exits and assembly point. The fire drills will be taken seriously and follow the fire procedures laid out in the emergency evacuation procedure. The fire route is displayed on the wall in the specific room we use. Each fire drill will be recorded.

Sun safety

The manager and staff understand the dangers posed to children and themselves by over exposure to the sun, irrespective of skin tone due to the need to protect all skin types from UV exposure. Staff will help a child to apply sunscreen if a child cannot do it for themselves where prior permission has been given and the over 8's will be reminded to apply their own sunscreen that's provided by parents. Children are also encouraged to wear a hat when playing outside in the sun in which we ask the parents/carers to provide.

In hot weather staff will encourage children to drink water frequently. We will ensure that children can access shady areas when out in the sun.

Risk Assessment Policy

Out Of School Club uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are expected to undertake visual risk assessments as part of their routine tasks.

Under the Management of Health and Safety at Work Regulations 1999, the Club must carry out regular risk assessments and take any actions arising from these. It is the responsibility of the manager to ensure that risk assessments are completed, Logged and monitored.

We will carry out risk assessments whenever there is any change to equipment or resources, any change to the Club's premises, or when the particular needs of a child necessitates this. If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager will ensure that the relevant documents are updated and that all staff are informed.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard, they will firstly make sure that any people likely to be affected are safe and then notify the schools premises manager if necessary. This will then be recorded and ensure that any actions needed to avoid the hazard have been taken.

Recording accidents, incidents and dangerous occurrences

The manager will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. The record will be kept on file. The Club will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of any injury sustained
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned when they are collected in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

An investigation and risk assessment will be carried out following recurring incidents, accidents or dangerous occurrences, to identify any further control measures necessary to reduce future risks to individuals etc.

Food Safety Policy

Our Club is committed to ensuring that safe and healthy practises around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

The Club follows the guidelines set out in 'Safer Food, Better Business' (FSA) and is registered as a food business with our local authority. We have been inspected by Environmental Health to ensure that health and hygiene standards are being met.

All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, and best practice including:

- Always washing hands with soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Covering spots or sores on the hands and arms with a waterproof dressing
- Staff **must** prepare food in a way to prevent choking
- Staff must prepare food in line with allergies, intolerances, and special dietary requirements of the children attending

Supervision whilst eating

Whilst children are eating there must always be a member of staff in the room with a valid paediatric first aid certificate.

Children must always be within sight and hearing of a member of staff whilst eating and encouraged to remain seated whilst eating.

Staff will remain vigilant that children are eating in a way that prevents choking and are ready to react to any unexpected allergic reactions.

Allergies and dietary requirements

Before a child is admitted to the setting the Club will obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information will be shared with all staff involved in the preparing and handling of food through our dietary requirements/ allergy chart as well as being easily accessible on our online system.

The Club will have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information must be kept up to date by the setting and shared with all staff.

Staff Training and Allergen Awareness

The Club ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time. We do this through first aid training, food hygiene and discussions with parents/carers of any children with specific dietary requirements or allergies

Incident Recording

When a child experiences a choking incident that requires intervention, the club staff must record details of where and how the child choked and make parents and/or carers aware.

The club will review records periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking.

Appropriate action will be taken to address any identified concerns during this review process and following any incidents of concern during the provision of food within our club.

Food storage

All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If there are temperature fluctuations that are not explained by simple user error (eg failure to close the fridge properly), a new fridge will be purchased.

Cleaning

- The fridge is cleaned thoroughly, with warm, soapy water, on a regular basis.
- Food is checked for freshness – anything past the use by date will be disposed of.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- Appropriate controls are implemented to reduce the risk of cross contamination.

Emergency Evacuation/Closure Procedure

The Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the manager will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit. If it is unsafe to be within the school grounds or unsuitable weather conditions then the children will be escorted over to the clubs other premises i.e. St mary's or Summer Lane school.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register and emergency contact details, providing that this does not put anyone at risk.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list which are stored in the works mobile phone.
- All children will be supervised until they are safely collected.
- If after every attempt, parent or carers cannot be contacted or are unable to collect their child any earlier then they will remain in staff care until the end of the session.

If the registration is affected we will inform Ofsted of the closure.

Sick child and illness policy

The club trusts that parents/carers will be responsible for their child's health and be aware when he/she is not well. If a child is unwell the club would encourage the parent/carer to keep the child at home.

Unwell/sick child procedure

The club will monitor children for signs and symptoms of illness. If your child becomes unwell during the session the following procedures will be carried out:

- The parent/carer will be contacted.
- If the parent/carer is not home then the emergency number given on the registration form will be contacted.
- If no-one is home the above procedure will be repeated until contact is made.
- The child will be comforted, and reassured, until the parent/carer arrives to pick the child up.

Exclusion Procedure for illness

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the UK Health Security Agency (UKHSA) exclusion period table. If a member of staff becomes ill at work similar restrictions on their return will apply.

If a child or member of staff becomes ill outside the club hours and if necessary should notify the club as soon as possible. The minimum exclusion periods outlined in the UKHSA table will then come into operation.

Click on the following link to view the UKHSA's recommended exclusion periods:
(*these guidelines are subject to updates as required by the UKHSA and that parents/carers, staff, students and volunteers are responsible for checking for updates when necessary*)

<http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#exclusion-table>

If any infectious disease is detected on club premises, the club will inform parents/carers as soon as possible as well as the Health Protection Agency as required.

Head lice

In the case of head lice being discovered at the club the children concerned will not be isolated from the other children or from activities or sessions from the club and will be dealt with sensitively. When the child concerned collected their parents/carers will be discreetly informed. Other parents/carers will be informed as soon as possible.

Medication policy

If children require medication during their time at the club parents/carers must fill out a permission to administer medication form stating the reason for the medication, dosage and time to be administered. Staff may only administer medication to the child if it is prescribed by a GP with their name and dosage on the label.

Staff have the right to decline such request from a parent/carer if they are in any way uncomfortable with this. The club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, unless trained.

Administering medication procedure:

A staff member will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged
- All necessary details are recorded
- That the medication is properly labelled and safely stored during the session
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign in the medication record sheet to acknowledge that the medication has been given.

If for any reason, the child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the child's parent/carer will be notified and the incident recorded in the medication record sheet

Where children carry their own medication (asthma pumps or insulin for example), the club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

Uncollected child procedure

If a child has not been collected by 6pm (close of business) and no contact has been made by the parents/carer by 6:10pm the manager will be informed and the following procedure will take place:

- A staff member will try to contact the child's parent/carer.
- If by 6.20pm no contact has been made by either parties the staff member will contact the authorised collectors stated on the child's registration form by parents.
- If contact is made with one of the authorised collectors then arrangements will be made for them to collect the child and during this time contact will still try to be made with the parent/carer and if unsuccessful a message will be left informing them of the arrangements made.
- During this time we will ensure the child is reassured and comforted.
- If by 6:30pm and still no contact has been made with the parent/carer or any authorised collectors then social care will be contacted and their procedure will be followed.
- If for whatever reason we are unable to stay within the school building until the child is collected and the weather is unsuitable for staying outside then the nearest suitable public building to wait in will be Barnsley Hospital.

Behaviour Management

Our Club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management policy are to help children to:

- Develop a sense of caring and respect for one another
- Build caring and co-operative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behaviour
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

Lead Practitioner for Behaviour Management – Julie Sharman, Katie Sharman

Behaviour Management Strategies

All staff will manage behaviour according to clear, consistent and positive strategies. Corporal punishment will never be threatened or used. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions as well as working along side other agencies if necessary.

Behaviour Management in the Club will be structured around the following principles:

- Positive behaviour will be reinforced with praise and encouragement
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner
- Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another
- Staff will try to avoid shouting at work
- Staff will facilitate regular and open discussions with children about behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions

- Staff will work as a team at discussing incidents and resolving to act collectively and consistently
- Staff will try to discuss concerns with parents/carers at the earliest opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it
- Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.

Dealing with Negative Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive', and 'unacceptable' behaviour

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'Disruptive' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporary removing a child from the activity or session.

When an incidence of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and others.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity.

Suspension and exclusion

In the event that unacceptable behaviour persists, more serious actions may have to be taken such as reviewing a child's place at the club, on either a temporary or

permanent basis.

If inappropriate behaviour continues, then:

- Verbal discussions will take place with staff and parents.
- Serious incidents will be recorded and kept in the child's file.
- A final verbal warning will be given at the point staff feel necessary.
- Exclusion or suspension. This would be at the discretion of the management, and only when all avenues have been exhausted. Exclusion or suspension could be made without any prior warnings if management feel it necessary. This would be for safety and consideration for both children and staff attending the setting.

The Use of Physical Interventions

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or by an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property.

As soon as is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Manager, other school staff or, in extreme cases, the police.

Any occasion where a member of staff has had to intervene physically to restrain a child, the Manager will be notified and the incident recorded. The incident will be discussed with the parent/carer at the earliest possible opportunity, wherever possible, on the same day.

If a staff member commits any act of violence or abuse towards a child at the Club, serious disciplinary action will be implemented, in accordance to our safeguarding children policy.

Complaints procedure

Our club is committed to providing a fun, stimulating, consistent and accessible service to children and their parents/carers. We aim to provide a high quality service for everyone, but accept that sometimes things do not always go to plan.

Stage one

If you are not happy with the service we provide please tell us if you have any concern and we will try to resolve the matter. It is usually best for any problem to be dealt with there and then and speak to Julie or Katie about it. If however your concerns remain unresolved then stage two of the procedure will formally come into operation.

Stage two

If a satisfactory resolution was not found to the complaint or problem through discussion with the manager then the parent/carer should put their complaint in detail and in writing to the manager. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included. We will acknowledge receipt of the complaint within 3 working days and fully investigate the matter within 14 working days. The manager will be responsible for sending them a full and formal response to the complaint within 28 days.

If the manager has good reason to believe that the situation has child protection implications, they should inform the designated child protection officer and ensure that the local safeguarding board is contacted, according to the procedures set out in the child protection policy. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then they will contact the police.

The formal response to the complaint from the club will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the club policies or procedures emerging from the investigation.

The manager will arrange a time to meet parent/ carer concerned and any other relevant individuals such as staff members, to discuss the complaint and the clubs response to it. The manager will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

If after this process parent/ carers remain dissatisfied with the response they have received they can then contact ofsted direct by phone or in writing at the following address:

Ofsted Piccadilly Gate Store Street Manchester M1 2WD	Tel: 0300 123 1231 Website: www. Ofsted.gov.uk/parents
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A record of all complaints will be kept for a minimum of 3 years as required by the statutory framework.

Data Protection policy

Our work will bring us into contact with confidential information. To ensure that all those using and working/volunteering in the club can do so with confidence, we will respect confidentiality in accordance with the Data protection act (DPA) and the General Data Protection Regulations (GDPR) 2018 and where relevant the freedom of information act 2000 in the following ways:

- Parents/carers will have access to records of their own children through their account on our system - but not any other child.
- Confidential records are stored securely in a lockable cupboard/cabinet or on our online system.
- Staff members, volunteers or students will respect the confidentiality of any information they come into contact with and will not discuss individual children with people other than the parents/carers of that child and school teachers.

Information given by parents/carers to the club will only be shared on a Need to know basis with staff, Ofsted or appropriate agencies with prior Parental Permission except when matters relating to the safeguarding of the Child. (as covered in our safeguarding policy)

- Personal issues will remain confidential to the people involved, including staff and any staff member can discuss personal or work related issues to the manager in a confidential manner.
- Staff/students & volunteers failing to show regard for the confidentiality will be liable to disciplinary action.
- Our setting only keeps information that is needed, and will ensure that, as far as reasonably practicable, the information we hold is up to date and that it is destroyed in a secure manner when it is no longer necessary or relevant. The child's General registration information will be destroyed after 3 years of leaving the school. Any information relating to serious injuries will be kept until the child reaches the age of 25. Any records relating to safeguarding will be kept up to six years or possibly indefinitely depending on the individual case. This will be yearly reviewed and advise will be sort on the amount of time required to store such information.

Sharing information with outside agencies

We will only share information with outside agencies on a need to know basis and with consent from parents. The only time that information will be shared without permission is where child protection legislation/guidance advises organisations not to discuss the concerns with parents/carers if you feel it may put the child at risk of harm. If we do share information without parental consent, we will record this with reasons for doing so and keep this information in your child's file.

Partnership with parent's policy

We have recognised that working in partnership with parents is of major value and importance to the out of school club in enabling it to provide a happy, caring and stimulating environment for children and their parents. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by the club's staff and parents.

The list below shows ways in which we will try to achieve a strong working partnership with parents:

- Ensuring that parents/carers concerns are always listened to by the club whenever they are raised. The manager will ensure that parent/carers receive a prompt response from the club.
- The manager or deputy manager will be available for discussion with parents. Arrangements can be made for more private discussions at agreed times.
- Information provided by parents about their children will be kept confidential unless is subject to investigation by the police or other statutory agencies.
- If we have any concerns about a child's well-being during the session every effort will be made to contact the parents/carer or their emergency contact.
- Parents are requested to keep us informed of any changes to personal details, e.g. change of address, telephone number, doctor, emergency contact.
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well being, e.g. bereavement, separation or illness in the family.
- Keeping parents/carers informed of any changes in the operation of the club, such as alterations to the openings times and fees.

Play policy

The Club's Play Policy is in place to ensure that all involved in the setting know and understand play and how this reflects on our jobs as playworkers.

Our Play Policy is informed by the Play Charter and the Play work Principles

Play is a process that is freely chosen, personally directed and intrinsically motivated

- We support children in choosing their own activities when they want to.
- We support children's right NOT to play if that is what they choose
- Play is not always fun, it can be scary; it may involve taking risks and pushing your own boundaries. Play is challenging and exciting and we are here to support children in choosing their play. We support their choices and challenges.
- It is the child's choice

Playworkers are...

- Qualified professionals
- Play facilitators
- Play space makers and creators (to children's specific and detailed designs)
- Supporters of play opportunities
- Those that wait to be invited to join in

Play and Activities

The Club will provide, where possible activities that are chosen by the children and young people who attend. This is to give them the opportunity to choose what they do in their free time.

Adults may observe children and think that they are not playing, but 'play' encompasses many different activities, with others and on your own. At the Club we respect all children in their right to play.

The club aims to support all children in all types of play.

This includes 'risky' play – risk/benefit assessments will be done for all activities suggested by the children and those that are done on a daily basis.

By extending their comfort zone by challenging themselves children and young people gain confidence and with the right support they can then accomplish and achieve without support the next time.

Children and young people are capable of their own risk assessments and will ask for help, or invite someone to join in when they are unsure. It is our place as playworkers to be there for the children when they ask.

The club will provide a range of supervised play allowing children to enjoy favourite games and learn new ones. Play activities will be age related, non-stereotypical and appropriately supervised. Children will be given the space and freedom to play in small groups or alone both indoors and outdoors and participate in all sorts of other games.

Every child will have access to the toys and games cupboard plus all shelves and storage tubs that contain children's equipment.

Additional equipment needing supervision or planning will be stored in the large cupboard and will be accessible to staff.

The club is of the opinion that the time the child spends at the club is their free time and this should be taken in consideration when planning all sessions which will take into account of the children's requests and ideas put to us when planning new activities.

The session should be organised in a way to allow children the opportunity to make activity choices, have time to relax, take part in organised group activities such as team games, craft projects, competitions etc....

Children's ideas will be encouraged and used when planning new activities. Play workers will work to keep the setting fun and challenging for all children and will organise a variety of activities.

Play workers will participate in activities and interact with children when invited to by the children, recognising when children need to play by themselves and when they need support and encouragement.

- Activities will be planned with the appropriate level of supervision.
- All play equipment will be regularly checked for its safety.
- Outdoor play will be supervised.

The play charter

Children have the right to play

All children and young people have the right to play and need to play, free from adult direction or expectation.

Every child needs time and space to play

All children and young people – disabled and non-disabled whatever their age, culture, ethnicity or social and economic background, need time and space to play, somewhere they feel safe.

Adults should let children play

Parents, carers and other adults can support play by creating opportunities and allowing time for children and young people to play independently with their friends, inside and outside the home.

Children should be able to play freely in their local areas

Children have the same right to use and enjoy public spaces as others, where they can play freely outside, experience nature, explore, move around and be with their friends.

Children value and benefit from staffed play provision

All children should have the choice of staffed facilities where children's play rights and needs are the first priority.

Children's play is enriched by skilled playworkers

Qualified playworkers put play needs at the centre of their work, enhancing the range and quality of experiences for children with differing needs and interest in a variety of settings. They are the best people to run play provision for school aged children.

Children need time and space to play at school

The school day should allow time for children to relax and play freely with their friends. Learning through play is part of good teaching. School grounds should be good places for play.

Children sometimes need extra support to enjoy their right to play.

Children living away from home or visiting unfamiliar or controlled environments such as hospital, prison, immigration centres and residential care, need good play opportunities facilitated by trained staff and volunteers.

Healthy lifestyle policy

We at the club are committed to encouraging the children to make healthy lifestyle choices during their time at our club such as healthy food and physical activity. It is recommended in the government guidelines that children do at least 60 minutes of physical exercise per day, therefore we encourage outdoor play where possible and limit their screen time. Our club provide a selection of fruit with their snack and only provide cereals with lower sugar content such as porridge, Weetabix, bran flakes, multi grain hoops and we also encourage wholemeal bread.

We ask parents/carers to notify us regarding any special dietary requirements, allergies or religious requirements when they register their child or of any changes during time at the club.

- Children will be encouraged to develop good eating skills and table manners
- All children will be given plenty of time to eat
- Where appropriate children will be involved in preparing food and snacks and staff will be careful to ensure both the safety of themselves and children when using sharp and dangerous equipment.
- Fresh drinking water will be available at all times.
- Fresh fruit is provided at afternoon snack time
- We will avoid excessive amounts of fatty or sugary foods such as cakes and sweets and we ask children to save any sweets & buns they may get given from school until home time.
- Withholding food will not be used as a form of punishment nor will a child be forced to eat or drink anything against their will
- Children will be introduced and encouraged regularly to new foods and tastes

