



Great Easton C of E Primary School

## GEPS KidsClub



This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This Policy was reviewed and amended and Staff were consulted on this document in:	September 2019
The policy was ratified by the Governing Body in:	September 2019

To be reviewed September 2021

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## Our Vision

Great Easton CE Primary School KidsClub aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

Great Easton CE Primary School KidsClub will:

- Offer an inclusive service, accessible to all children in the school community.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment which can be used under safe and supervised conditions.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parents to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of the parents or carers.
- Keep parents and carers informed about the changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well-trained staff and offer them appropriate support.
- Comply with the Children's Act 1989, the Children's Act 2004, and all other relevant legislation.
- To continue to promote spiritual, moral, social and cultural values as well as British values through diverse clubs and activities at our KidsClub.

The Club is run by Great Easton Primary School and its staff so all policies and procedures used in school will apply. A summary of which is included in this booklet for your information and easy reference.

## Administering Medication Policy

If a child attending Great Easton CE Primary School KidsClub requires prescription medication of any kind, their parent or carer must in advance complete a *Permission to administer medicine* form. Staff at the club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Great Easton CE Primary School KidsClub can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a *Medication Log*. They will check that the medicine is properly labelled, and will ensure that it is stored securely during the session. Before any medication is given, the designated person will:

- Check that the Club has received written consent.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the *Record of Medication Given* form.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.
- When the medication has been returned to the child's parent or carer, the designated person will record this in the *Medication Log*.

If a child refuses to take their medication, staff will not force them to do so. The KidsClub leader and the child's parent or carer will be notified and the incident recorded on the *Record of Medication Given*.

Certain medications require specialist training before use, e.g. Epi Pens. All staff are trained in administering this type of medication and only trained staff will be allowed to undertake this.

A child's parent or carer must complete a new *Permission to Administer Medication* form if there are any changes to the child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

## **Arrivals and Departures**

Great Easton CE Primary School KidsClub recognises that the safe arrival and departure of the children in our care is paramount.

The Club leader will ensure that an accurate record is kept of all of the children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

The Club and the School have a clear agreement concerning the transfer of responsibility for the children's safety. The School and Club will keep an identical register of the children who attend the Club which is updated daily.

If a child is booked into the Club but does not arrive, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the class teacher and the Head Teacher, and follow the procedures laid out in the *Missing Child* policy.

## **Arrivals**

Our staff will greet each child warmly on their arrival at the club and will record the child's attendance including the time of arrival at the Club.

## **Departures**

Staff will ensure that they, parents or carers sign children out including the time of collection before they leave.

Children can only be collected by an adult who has been authorised to collect them on their registration form.

The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The KidsClub leader will contact the main parent or carer for confirmation if they have concerns regarding the departures.

The parent or carer must notify the Club if they will be late collecting their child.

## **Anti-Bullying Policy**

Great Easton CE Primary School KidsClub will provide a supportive, caring and safe environment in which all children are free from fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult. Staff, children and parents or carers will be made aware of the club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Club leader. A clear account of the incident will be recorded in an *Incident Log*. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Great Easton CE Primary School KidsClub defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

**Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

**Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.

**Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.

**Verbal:** Name calling, put downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed previously but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the *Incident Log*. (See our *Equalities Policy* for more information on how we deal with and challenge discriminatory behaviour.)

## Admissions and Fees Policy

Great Easton CE Primary School KidsClub is an extension of the school. We provide for children between the ages of 4 and 11, serving the children of Great Easton CE Primary School.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established.

### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places.
- Details of the *Admission and Fees Policy*.
- Registration form, medical form, parent contract, booking form, photo permission form.
- *Behaviour Management Policy*.
- *Complaints Policy*.

If a place is available, the parents and child will be invited to visit the Club for an induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking Procedure

Parents must complete the necessary paperwork, i.e. contract, registration, medical, booking and photo permission forms, before their children can attend the club.

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel your place, then **ONE** weeks' notice is required otherwise charges will stand.

## **Ad-Hoc Bookings**

These bookings can be taken by contacting the school office and providing there are spaces available. It will then be necessary to fill in a booking form, signing to say that you accept the terms and conditions of the booking.

## **Fee Structure**

Fees are charged at the following rates:

Breakfast Club 8.00am - 8.40am - £4.00

After School Club

Early 3.15pm - 4.15pm - £4.00

Mid 3.15pm - 5.15pm - £8.00

Late 3.15pm - 6.15pm - £12.00

Snack (with Mid & Late sessions) - £1.50

**Block bookings received a term in advance and consisting of at least one day every week will be eligible for a discounted rate of £3.50 per hour.**

## **Payment of Fees**

Fees must be paid in advance. Failure to pay these fees could result in your child losing their place. Cheques are to be made payable to Great Easton Primary School or cash payments are accepted. Please send your fees into the school office in a named envelope and stating exactly what the payment is for.

## **Collection**

Children must be collected at or before the time stated on the booking form otherwise you will be charged for the later session. If you are late collecting from the last session, further charges will be made: up to five minutes late additional £5.00; Over 15 minutes late additional £10.00. Staff must be allowed home to be with their own families.

## **Behaviour Management Policy**

Great Easton CE Primary School KidsClub uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies, The Club rules are discussed regularly and children are clear of expectations.

## **Club Rules**

Whilst at KidsClub we expect children to:



- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the Club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

### **Encouraging Positive Behaviour**

At Great Easton CE Primary School KidsClub positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards
- Informing parents or carers about individual achievements.
- Offering a variety of play opportunities to meet the needs of the children attending the club.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **Dealing with inappropriate behaviour**

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child the opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with our

*Suspension and Exclusions* policy. The reasons and processes involved will be clearly explained to the child.

## **Child Induction Policy**

When children first join Great Easton CE Primary School KidsClub they will be allowed to settle in at their own pace. We encourage parents or carers to visit the premises with the children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions. It also gives the parents the opportunity to complete the necessary paperwork for registration with the Club if it has not yet been done. If necessary parents or carers may stay with their children during the first week to help them settle in.

### **Induction for new children**

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Club's activities, rules and routines, such as snacks, signing in and out will be explained.
- The child will be shown around the club and told where they can and cannot go.
- The fire evacuation procedure and the locations of the fire exits will be explained.
- The child will be introduced to the other children at the Club.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

## **Complaints Policy**

At Great Easton CE Primary School, we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy will be displayed on the premises at all times, and a summary of complaints is available for parents upon request.

Records of all complaints will be retained for a period of at least three years.

The Head teacher will generally be responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an *Incident Log* and a *Complaints Log* will be completed. Any complaints made will be dealt with in the following manner.

## Stage One

Complaints about aspects of the Club activity:

The Head teacher will discuss the matter informally with the parents or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- If appropriate the parents will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the Head teacher, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

## Stage Two

If it is impossible to reach a satisfactory resolution through informal discussion, the parent or carer should put their complaint in writing to the manager. The Head teacher will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint.
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis.

## Confidentiality Policy

At Great Easton CE Primary School KidsClub we respect the privacy of the children attending the Club as well as the privacy of the parents or carers. Our aim is to ensure that all those using and working at the Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see records relating to their child, but will not have access to information about the other children.
- Staff will only discuss individual children for the purpose of planning and group management.
- Staff will be made aware of the importance of confidentiality during their induction process.
- Information given by parents to the Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our *Safeguarding Policy*).

- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and where necessary the Club leader.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- Confidential records are stored securely in a lockable file.
- Students on work placements are informed of our confidentiality policy and are required to respect it.

### **Sharing information with outside agencies**

We will only share information with outside agencies on a need-to-know basis and with the consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and wellbeing of the children in our care.

### **Data Protection Act**

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.

### **Emergency Evacuation / Closure Procedure**

Great Easton CE Primary School KidsClub 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 a 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 Head teacher or Club leader will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.

- 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 (including emergency contact details) providing that it does not put anyone at risk.
- Before leaving the building the designated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person from the register is missing, the emergency services will be informed immediately.
- The Club leader will contact parents to collect their children. If the register is not available, the Head teacher will use the emergency contact list.
- All children will be supervised until they are safely collected.

## Equalities Policy

At Great Easton CE Primary School KidsClub we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

In order to achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others by celebrating the differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2012.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

## **Challenging inappropriate attitudes and practices**

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of discriminatory behaviour at all times.

## **Racial Harassment**

The Club will not tolerate any form of racial harassment. The Club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the Club, from staff and from any other adults on Club premises (e.g. parents/carers collecting children). All staff are PREVENT trained.

## **Equal Opportunities Named Coordinator**

The Club's equal Opportunities Named Coordinator (ENCO) is the Head teacher. The ENCO is responsible for ensuring that:

- Staff receive relevant and appropriate training.
- The Equalities Policy is consistent with current legislation and guidance.

## **Fire Safety and Risk Assessment**

Great Easton CE Primary School KidsClub understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills will be conducted at least once a month or whenever new staff or children join the club.
- All children will be made aware of the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
  
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded to the Fire Drill Log.
- The Club has notices explaining the fire procedures positioned next to every fire exit.

## Fire Prevention

The Club will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

### In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or re-enter the building after evacuation.
- The premises will be checked by the Staff and the register will be collected, providing that it is safe to do so.
- If it is safe to do so, staff will close all doors and windows to prevent the spread of fire when leaving the building.
- The register will be taken and all children and staff accounted for.
- If anyone from the register is missing, the emergency services will be informed.
- If the register is not available, the Head teacher will use the emergency contact parents or carers.

## Health and Safety Policy

Great Easton CE Primary School KidsClub considers health and safety to be of utmost importance. We comply with the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the Club.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.

- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of the Club Leader**

The Club Leader (Alison Bush - Breakfast; Louisa Bowman-Dove - After School) holds ultimate responsibility and liability for the safe operation of the Club and will ensure that:

- The Club's designated health and safety officer is the Head teacher.
- All staff receive information on health and safety matters, and receive training where necessary.
- The *Health and Safety* policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the Club's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### **Responsibilities of the Out of School Club Leader**

The Club's Leader is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to the club during opening hours.
- All the Club's equipment is safely and securely stored.

### **Illness and Accidents**

At Great Easton CE Primary School KidsClub we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the *Medical Form* when their child joins the Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.



We will record any accidents and illnesses, together with any treatment given, on an *Incident Record* or *Accident Record Sheet* as appropriate, which the parent or carer will be asked to sign when they collect their child.

Club cannot accept children who are ill. If any children are ill when they arrive a member of staff will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered, or the minimum exclusion period has expired.

## **First Aid**

The Club's designated First Aiders are Alison Bush (Breakfast) and Louisa Bowman-Dove (After School). The designated First Aiders have a current first aid certificate and have attended a 12 hour paediatric first aid course. To ensure that there is always a qualified first aider present at every session of the Club, other members of staff will also receive first aid training.

The location of the first aid box and list of qualified first aiders are clearly displayed at the Club. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and to comply with the Health and Safety (First Aid) Regulations 1981.

The Club leader will ensure that the first aid kit is taken on all outings and that at least one member of staff on the outings hold a current paediatric first aid certificate.

## **Procedure for a minor injury or illness**

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

## **Safer Internet Use**

Great Easton CE Primary School KidsClub recognises that the Internet is a useful resource for both staff and children, for purposes of research, SMART learning and entertainment. Children will only be able to access the Internet at the Club if their parent or carer has given written permission.

All children attending the Club and wishing to use the Internet will be reminded about online safety and stranger danger in line with the school's policy. They are taught about the dangers of talking to people they don't know. They are made aware of how to keep themselves safe and use the school's learning platform, DB Primary, to message other pupils from school.

Great Easton CE Primary School uses iPads and these are loaded with safe, educational and appropriate apps for the children to use. If the children are using

You Tube or other online searches, they are supervised and aware of the safe expectations they are required to follow.

## Missing Child Procedure

At Great Easton CE Primary School KidsClub we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly if going on walks etc.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that a child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The Club leader will then contact the child's parents or carers.
- Staff will continue to search whilst waiting for the police and the parents to arrive.
- We will maintain as normal a routine as possible for the other children within the Club.
- The Club leader will liaise with the police and the child's parents or carer.
- The Incident will be recorded in the *Incident Log*. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes necessary.

## Mobile Phone Policy

Great Easton CE Primary School KidsClub fosters a '**culture of safety**' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone - staff, children and parents. Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse.
- Prevent staff from being subject to false allegations.
- Help staff remain focused on the care of the children.
- Work in an open and transparent environment.

## Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in a cupboard, staff room, or kitchen during working hours. The Club leaders mobile phone will be the main contact number for parents and carers for the hours that the club runs as the school office is not always manned after 3.30pm.

Under no circumstances may staff use their personal mobile phones to take photographs at the Club during working hours.

### **Visitors use of mobile phones**

Parents and all other visitors must not use their mobile phones - or any other device - to take photographs within the Club. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to use a school camera.

### **Participation Policy**

At Great Easton CE Primary School KidsClub we believe that actively promoting the participation of children in the decision-making process creates a sense of partnership and benefits everyone at the Club - children, staff and parents. We therefore involve the children whenever decisions are made that affect them.

Involving and consulting children helps them to develop new skills such as negotiation, sharing, and understanding the perspectives of others. It helps them to understand how decisions are made, and shows them that their opinions are important. At the Club we actively consult the children and encourage them to participate in making decisions about running of the Club through:

- Asking questions and paying full attention to the child's response, listening to what they are saying verbally (or through use of visual aids) and also observing their body language.
- Group discussions.
- Regular questionnaires and gathering other feedback on activities.
- Noticeboards

At the Club the children have the opportunity to participate and make decisions on a day-to-day basis, including, but not limited to:

- Choosing freely what type of play to engage in.
- Choosing what snacks to eat, as well as when and where to eat them.
- Preparing snacks themselves.
- Selecting new equipment for the Club
- Drawing up Club rules.

## Play Policy

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves. According to the *Statutory Framework for the Early Years Foundation Stage (2012)*,

*“Play is essential for children’s development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults.”*

At Great Easton CE Primary School KidsClub we recognise the importance of play to a child’s development. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

We support and facilitate play by:

- Providing an environment which is safe and suitable for playing in.
- Setting up the Club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered.
- Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available every day, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary – to reduce risks of accident or injury, or encourage appropriate social skill.
- Warning children in advance when an activity or game is due to end.

## Play areas and equipment

All indoor and outdoor play areas are checked and risk assessed daily before the children arrive in accordance with our *Risk Assessment* policy.

The club keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.

Children are involved in selecting additional equipment and resources for use at the Club.

The resources used at the Club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our *Equal Opportunities* policy.

The Club has access to the school library where there is a selection of fiction and non-fiction books, suitable for all age ranges.

### **Risk Assessment Policy**

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

The Club will carry out regular risk assessments and take the appropriate action to deal with any hazards or risks identified. It is the responsibility of the Head teacher to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Whenever there is a change to equipment or resources.
- When there is any change to the Clubs premises.
- When the particular needs of a child necessitate this.

Note that not all risk assessments need to be written down. Staff will decide, in consultation with the Head teacher, which risk assessments need to be formally recorded. If changes are required to the Clubs' policies or procedures as a result of the risk assessment, the Head teacher 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 the potential risks to health and safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the Head teacher. The staff will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

### **Safer Recruitment Policy**

Great Easton CE Primary School uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers 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

The application form includes

- instructions that the application form must be completed by hand
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- 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)

All applicants must submit a hand-written application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.

## Interview Procedure

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

- proof of identity, e.g. passport, driving licence or birth certificate
- proof of address, e.g. recent utility bill (not mobile phone) or bank statement
- proof of qualifications, i.e. the relevant certificates
- for non-British nationals, proof of the right to work in un UK (as required by the Asylum and Immigration Act)

## Safeguarding Children Policy

Great Easton CE Primary School KidsClub is committed to building a 'culture of safety'' in which the children in our care are protected from abuse and harm. The Club will respond promptly and appropriately to all incidents or concerns of abuse

that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Essex Safeguarding Children Board (ESCB)

The Club's designated Child Protection Officer (CPO) is the Head teacher. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, the ESCB)

### **Forms of child abuse and neglect**

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### **Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person, for example, inappropriate sexual comments, excessive one-to-one

attention beyond the requirements of their role, or inappropriate sharing of images,

### **If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out.
- Listen to the child but not question them.
- Give reassurance that the staff member will take action.
- Record the incident as soon as possible (see *Logging and incident* below)

If a member of staff witnesses or suspects abuse, they will record the incident straightaway.

### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the *Logging a concern* form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident 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 use the child's own words.
- Name, signature and job title of the person making the record

The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing.

If any member of staff thinks that the incident has not been dealt with adequately, they may contact Social Care themselves.

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Safe recruitment practices are followed for all new staff
- All staff have access to the Safeguarding Children policy, understand its contents and are vigilant to signs of neglect or abuse
- All staff are aware of their statutory requirements with regard to the disclosure or the discovery of child abuse.
- Staff are familiar with the Safeguarding File and where it is kept.
- Staff are familiar with the 'What to Do If You're Worried a Child Is Being Abused' flowchart



## **Staff Disciplinary Procedure**

Great Easton CE Primary School KidsClub aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below.

Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask question and answer allegations, and has the right to be accompanied by a colleague or union representative.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

### **Minor offences**

The manager will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.

#### **Stage 1: formal verbal warning**

The manager will give the member of staff a formal verbal warning which must include:

- The reason for the warning
- Information that is the first stage of the disciplinary procedure
- An explanation of their right to appeal

A note of the warning will be kept on the staff members' personnel file, but it will be disregarded after six months if their performance or conduct is satisfactory.

#### **Stage 2: First written warning**

If the offence is a serious one, or there is no improvement, the Head teacher will give the member of staff a written warning which must:

- Give details of the complaint
- Warn that a final warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of club rules
- Explain their right to appeal

A copy of the written warning will be kept on their personnel file but will be disregarded after 12 months if their performance or conduct is satisfactory.

### **Stage 3: Final written warning**

If there is still no improvement in the staff members' performance, the Head teacher will give them a final written warning which:

- Gives details of the complaint
- Warns that dismissal will result if there is no satisfactory improvement
- Explains their right to appeal

A copy of the final written warning will be kept on file but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

### **Stage 4: Dismissal**

If, during the period of the final written warning, there is a further breach of Club rules, or if the member of staff's performance has still not improved, dismissal will normally result. The manager will give the member of staff written reasons for the dismissal, the date on which their employment ends and information about their right to appeal.

### **Gross misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:

- Child abuse
- Failing to comply with the health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents

The manager will investigate the alleged incident thoroughly before any decision to dismiss is made.

### **Appeals**

A member of staff wishing to appeal against a disciplinary decision must do so in writing and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The Governors' Appeal Committee will hear the appeal and make an impartial and final decision.

## Staff Induction and Development

Each new member of staff at Great Easton CE Primary School KidsClub receives a copy of the Clubs policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Clubs' policies and procedures with them. The new staff member will sign the *Policy Confirmation* slip to confirm that they have read and understood the Club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures, outside play areas, fire assembly points, collection points at the school and the identification of any known hazards.
- Through briefing about the Club's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Location of the Club records and documentation, storage, toilets etc.
- Overview of all aspects of the day-to-day management and running of the Club
- Explanation of the process for appraisals, training and development, booking, holidays, sickness absence, staffing rota, etc.

## Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- A thorough induction process
- A system of regular appraisals and reviews
- Opportunities for training and professional development

We also keep an up to date record of all staff qualifications and maintain a training development plan.

## Suspensions and Exclusions policy

Great Easton CE Primary School KidsClub will deal with negative and inappropriate behaviour by using constructive behaviour management techniques, we will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our *Behaviour Management* policy.

Where a child persistently behaves inappropriately, we will implement the following procedure:

- Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents
- Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future
- Details of formal warnings, suspensions and exclusions will be recorded in an *Incident record* and kept in the child's records.
- The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk. Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate we will seek advice from other agencies. This may include accessing funding for additional support.

### **Temporary Suspensions**

Temporary suspensions will be applied where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the manager's agreement.