



## The Learning Development Requirements

At the club we follow the Early Years Foundation Stage (EYFS) for children who attend nursery. The framework is mandatory and an updated version was created for use in 2024. This document sets out the standards that all early years providers must meet including a child's learning and development needs. This is to ensure that children learn and develop well and that they are kept healthy and safe. The document aims to ensure children are ready for school with a range of knowledge and skills which will help them progress throughout their school days and their life.

The main values that the Early Years Foundation Stage seeks to provide are...

- Quality and Consistency
- A Secure Foundation
- Partnership Working
- Equality of Opportunity

There are four overarching principles that contribute to practice every day in a childcare setting. These are

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

We deliver areas of the EYFS learning and development requirements. This includes the seven areas of learning, the early learning goals, and the assessment requirements. We deliver the seven areas of learning through free play and planned activities.

The seven areas of learning are

(Prime Areas)

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

(Specific Areas)

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

When members of staff are planning and carrying out children's activities they must keep in mind the different ways in which children learn. The characteristics of effective teaching and learning are...

- Playing and exploring
- Active learning
- Creating and thinking critically

By using these three principles staff will be able to create fun and exciting activities which will interest and stimulate the children at the setting.

There may be children who attend the setting whose home language is not English. The management team and staff members are aware that they need to give children the opportunity to use their home language in their own play and learning. The staff must also make sure that the children in their care have opportunities to learn and reach a good standard of English when finishing their reception year.

We assess a child's progress through photographs in scrap books and observations. This then helps to assess and plan effectively to move the child onto their next stage of development.

#### Partnership with school and practitioners

We ensure that we communicate effectively with parents and carers to discuss their child's needs and development. We also communicate with other practitioners and talk about the care they intend to offer. We work and communicate with school settings to ensure we are meeting each child's needs.

*Our aim is to complement the child's learning in the setting of which they spend most of their time.*

*"A secure, safe and happy childhood is important in its own right. "Taken from the Early Years Foundation Stage.*

For more information about the Early Years Foundation Stage please go to

<http://www.education.gov.uk>

### **General Data Protection Regulation (GDPR)**

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data. We are registered and pay the yearly fee to the ICO.

At the club we respect the privacy of the children, parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at the setting can do so with confidence that their personal data is being kept secure.

We understand that every user of the club (staff, children, carers, and parents) have the right to access their own information. They also have the right to have their information amended or to have it deleted (Where there is no compelling reason to continue to process it).

#### **Information that we keep**

This information we have is gathered in order to enable us to care for children in an appropriate manner with all the knowledge that we need. The information we collect is a requirement by Ofsted in line with government guidelines.

#### Children:

*The information we keep from the children mainly comes from their registration file. It is all stored in files at the setting. We ask for and/or keep information such as....*

- |                                       |  |
|---------------------------------------|--|
| - Full name                           | -All about me forms                    |
| - Date of birth                       | - Observation scrap books              |
| - Medical information                 | - Individual SEND files (if needed)    |
| - Daily attendance (on the registers) | - Safeguarding information (If needed) |
| - Accident and Incident forms         | - Photographs                          |
| - Dietary requirements                |  |

*For the nursery children we ask parents to complete an all about me sheet. This form is used by the child's key worker when planning activities to meet their needs and when completing observations. The observations are kept in the setting until the child reaches reception age and they are then given to their parents/carers. The members of staff sometimes take pictures of the children for their individual observation file or for general displays, scrapbooks etc. Children will only have their photo taken if their parents/carers have given permission on their registration form. Photos taken maybe used for promotional activities or the website but staff members will fully ask for consent before the photos are used for this purpose. On the registration forms we ask for a child's ethnicity and first language spoken at home. This is an optional section. However, if a parent fills this out this section we use this information to ensure that we are providing a wide range of activities that match the cultural needs of the children. If a child's first language spoken at home is not English knowing this enables members of staff to prepare extra support in the child's home language if needed.*

Parents/carers:

*The information we keep from the parents/carers mainly comes from the children's registration file. It is all stored on files at the setting. Some telephone numbers are also stored in the work mobile phone. We ask for and keep information such as.....*

- Full name
- Emergency contact information
- Home address
- Telephone number
- Email address

We use this information so that we are able to contact parents when we need to. The main form of contact used will be using the telephone number provided. The staff will contact parents when needing to give them information. This maybe in the form of a telephone call or a text message. Phone numbers will also be used in the event of an emergency and the members of staff needing to contact the parents or the emergency contact. The email addresses will be used to send monthly invoices for payment of childcare. (If the parent has requested this option). Emails may also be used to communicate with parents if they have any questions or queries.

Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required (photograph on the work camera for example) is deleted and paper records are disposed of securely or returned to parents.

**Sharing information with third parties**

We will only share child information with outside agencies on a need-to-know basis and with consent from parents. The exception to this is in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC, etc). We may also share parents personal information with the county court if for example childcare fees are not paid and we need to enforce action to claim the money back. 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 well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business. These third parties are listed below.

- Accountancy software – Cloud based software for invoicing and account management

All third parties comply with the strict data protection regulations of the GDPR.

## **Subject access requests**

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves. We may ask for the request to be put in writing.
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

For a full copy of this policy please speak to a member of staff

## **Partnership With Parents Policy**

At the Before and After School Club we recognise the importance of working in partnership with parents. This is important as together we can both work towards a child achieving their full potential in a fun and friendly environment.

We encourage a two-way exchange of information system in order to form a successful partnership.

A parent is requested to fill out a registration form. The form seeks important information of the children so we always ask for the parent to be accurate with all the information given.

When a child first registers at the club parents are always given the option of visiting with their child, so that they feel comfortable with the setting.

When a child is dropped off at the club or they are collected, members of staff will always try to make time to talk to their parent. They talk about how the child has been during that session and what activities they have taken part in. This is always a great opportunity for parents to inform the staff of anything they need to know or general information about how the child has been at home, including significant events.

At the Before and After School Club there are notice boards which display information parents may find useful including contact numbers for references to other agencies. On the boards are also photos of children and some of their work displayed.

Newsletters are regularly produced for parents and carers so they are fully aware of what is happening at the club. The letters may contain information about up and coming events or information of when the school is closing for inset days for example.

## **Behaviour Policy**

All staff of the Sawley Before and After School Club shall be very positive at all times towards the children, towards each other, and towards the club. The staff shall receive training about behaviour and how to create a positive atmosphere when working with the children. All staff shall set an example of good behaviour and consistently aim to encourage self-discipline and self-esteem to create an atmosphere of mutual respect and encouragement.

The member of staff who is responsible for behaviour management within the setting is Samantha Hazzard. She is the manager of the club and has years of experience in a childcare setting. Over the years she has participated in behaviour management training courses and continues to renew and review her skills. She is able to communicate effectively with other members of staff to support them with any behaviour management issues they may have. If necessary Samantha will also contact relevant agencies and work alongside them in respect to behaviour management.

The staff of the Sawley Before and After School Club shall deal with behavioural issues in the following manner: -

- Distraction
- Discussion
- To spot the trigger before the behaviour arises

The methods the staff shall use to encourage good behaviour are by:-

- Praising
- Reinforcing good behaviour
- Sharing and negotiating
- Setting a good example
- Stickers

Any behaviour issues or problems with a child arising within the clubs operation should be discussed in private with either a manager or one of the Directors of the Sawley Before and After School Club.

The staff at Sawley Before and After School Club shall handle behavioural issues in a consistent and developmentally appropriate way. They shall take into consideration the children's individual level of understanding and maturity when dealing with behavioural issues. The club will always discuss behavioural issues on a confidential basis.

The staff of the Sawley Before and After School Club shall work with the children to create a set of Club Rules and expectations with respect to good behaviour. The 'club rules' shall be on display at all times of operation within the building. The staff shall regularly discuss and review the 'club rules' with the children to remind them of their expected behaviour within the club settings. New children to the Sawley Before and After School Club will be informed of these rules and expectations within their first week at the club.

Members of staff (including students and volunteers) of the Sawley Before and After School Club shall not make corporal punishments or threats towards the children. This includes the threat of any punishment that could adversely affect a child's wellbeing. In any instances of this disciplinary procedures will be followed and the relevant authorities contacted.

Should a child or parent/carer have a concern about a member of staff's behaviour, they should register this concern with a member of the management team. Alternatively they may prefer to contact Ofsted Directly on 0300 123 1231.

### Bullying

The staff of the Sawley Before and After School Club do not tolerate bullying in any form and the managers and staff will be alert to instances of bullying. The children shall be made aware of this through activities and discussion of the club rules and will be encouraged to report such incidents to a member of staff of the club.

### Time out

If three warnings have to be given to a child about a particular type of unwanted behaviour time out will be given. The child will be instructed to sit down in a quiet place to reflect on their behaviour. The child shall remain in time out for three minutes; this can be indicated with a sand timer. Instant time out will be given for any acts of unwanted physical behaviour. For example hitting, or kicking. After time out the child will be instructed to apologise for their unwanted behaviour, and the reason they are in time out will be discussed. The incident will then be left and not spoken of again. Parents will be notified if their child has been in time out so they are fully informed of the situation.

In certain circumstances a risk assessment of a child's behaviour may need to be carried out. This is to ensure that all children's safety needs (including their own) and staff's needs are being met. This will be completed by the management team, and alongside the parent/carer and with third party advice given if needed by the settings inclusion officer.

Parents and carers will be expected to support the club in regards to their child's behaviour whilst in our care. We will work in partnership with the parents/carers to promote positive behaviour from the child.

### Inappropriate behaviour and serious acts of violence

The setting will not tolerate

- Persistent inappropriate behaviour
- serious acts of violence from one child to another
- serious acts of violence towards a member of staff

If any of the above does occur in order to protect children and staff, parents/carers will be contacted and be required to remove their child.

If the incident occurs later than 5:00pm or the child's parents/carers arrive at the setting later than 5:00pm the child will not be able to return to the setting the next day as a consequence of their behaviour. The parent/carer will not be charged for the session the child does not attend.

### Physical Intervention

The staff will not use any form of physical intervention unless it is necessary to prevent personal injury to a child, other children / adults, and serious damage to property

If a physical incident occurs between children, members of staff have a duty to prevent the children from causing physical harm to each other, whilst not putting themselves in any danger.

A staff member in the first instance will always try to verbally stop the incident. If this does not work the member of staff may place themselves between the children in order to separate them and manage their behaviour.

Members of staff will only ever touch or pick up a child if they are at risk of harm from another child or if they are in a situation of immediate danger (going into a road when a car is approaching for example).

After an incident forms will be completed and presented to parents/carers to sign. The form maybe a setting incident form (the form used for a child who has physically left a mark on another child), or an accident form. A Physical intervention form will always be filled in if a member of staff has had to physically intervene in a situation.

### Exclusion Policy

When a child causes harm to another child or a member of staff an incident form will be written. When the child's parents or carers arrive to collect them, they will be told the details of the incident. They will then be asked to read the form and to sign it. The incident form is then filed. If over a period of time incidents continue to occur the forms will be reviewed by members of the management team and the child's parents/carers. Plans of best how to support the child and their behaviour will be put into place.

We do acknowledge that some children will require additional support to achieve acceptable levels of behaviour. At the setting steps will be taken to use constructive behaviour management techniques. We will always work with the child, their parents/carers, and their school (SENCO and teacher). We will also seek advice from any relevant outside agencies (e.g. to look for avenues of funding). We will always deal with challenging behaviour collectively.

If persistent unwanted behaviour is displayed the management team will ensure that...

- Robust reward systems are in place for the child
- Separate risk assessments are conducted for the child if needed
- Reasonable adjustments are made for the child where possible and if needed
- Different behaviour techniques are considered in order to best deal with the child's behaviour

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the Setting against the exclusion within 14 days of receiving written notification of the exclusion. The address for appeals is

**Sawley Before and After School Club**  
**Sawley Infant School**  
**Wilmot Street**  
**Sawley**  
**NG10 3DQ**

### Safeguarding Children Procedure

Safeguarding action may be needed to protect children from the following....

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Bullying (Including online)
- Radicalisation and extremist behaviour

This list above is not exhaustive but gives situations in which action needs to be taken. Below is a breakdown of what action is to be taken in each instance.

#### 1. Physical Abuse

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child. This includes deliberate hitting, shaking, throwing, poisoning, burning, scalding or other ways of causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates symptoms or deliberately causes an illness. Action will be taken where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. Signs of physical abuse maybe

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones

#### Procedure

- Any sign of a mark/injury to a child when they come into the club will be recorded. (Keep in mind parents have the duty to inform the staff members if their child enters the setting with an existing injury)
- The incident will be discussed with the parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records.
- If there appear to be any queries regarding the injury relevant agencies will be notified. Derbyshire Safeguarding Partnership/**Starting Point** will be called. The Police will be called if the child is at immediate risk of harm.
- Future notifications may need to be made to the DBS and Ofsted

## 2. Sexual Abuse and exploitation

Sexual abuse involves forcing a child or young person to take part in sexual activities. This could include assault by penetration (rape or oral sex) or non-penetrative acts (masturbation, kissing, touching etc). Sexual abuse also includes involving children to look at inappropriate material via the internet or in other media. Children may also be encourage to behave in a sexually inappropriate way or maybe groomed in preparation for abuse (including through the internet).

Action will be taken under this heading if the staff team have witnessed occasions where a child has indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour

Sexual exploitation is where children are sexually exploited for money, power or status. Child sexual exploitation does not always involve physical contact and it can happen online. Some signs of sexual exploitation maybe

- Children who appear with unexplained gifts or new possessions
- Children who suffer from changes in emotional well-being

### Procedure

- The observed instances will be reported to the safeguarding officer or Manager
- Notes/records will be made
- The matter will be referred to the authorities. Derbyshire Safeguarding Partnership/**Starting Point** will be called.
- The police will be called if the child is at risk from serious harm
- Future notifications may need to be made to the DBS and Ofsted

## 3. Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection. Emotional abuse also includes a child seeing or hearing the ill treatment of another. Bullying and cyber bullying is also included under this heading. Signs of emotional abuse maybe ..

- Children being excessively shy or withdrawn
- Parents or carers who withdraw their attention from their child
- Parents or carers who humiliate their child. For example name calling

### Procedure

- The concern will be discussed with the parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records.
- If there appear to be any queries regarding the circumstances the matter will be referred to the authorities. Derbyshire Safeguarding Partnership/**Starting Point** will be called
- The police will be called if there is any immediate danger to the child.
- Future notifications may need to be made to the DBS and Ofsted

## 4. Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive. Children who are missing from booked sessions on repeated occasions maybe at risk of abuse or neglect. Some signs of neglect maybe

- Children who do not have adequate clothing
- Children who are left hungry and dirty

### Procedure



- The concern will be discussed with parent/carer
- Such discussion will be recorded and the parent/carer will have access to such records.
- If the child has been persistently missing from the setting conversations with school may occur to identify if the child has been regularly attending.
- If there appear to be any queries regarding the circumstances the authorities will be notified. Derbyshire Safeguarding Partnership/**Starting Point** will be called.
- The police will be called if there is any immediate danger to the child.
- Future notifications may need to be made to the DBS and Ofsted

### Peer on Peer abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting etc. Any peer on peer abuse will be dealt with via our behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will be considered.

### Contextual Safeguarding

Members of staff need to be aware that children and young people can experience harm and abuse outside of their home and family environment. Children can be subject to abuse in their local area, parks, schools, public spaces, etc. Members of staff will encourage children to be open and honest and will try and ensure that the club is a safe place for children to talk about their outside life. If a member of staff does have a concern, they will contact the safeguarding team for further support.

### Modern Slavery

Modern slavery is a form of exploiting children. Examples of this could be forcing children into marriage, forcing children to do domestic services, or forcing them to commit street crimes. Signs that a child is at risk maybe that they spend a lot of time at home or they may have money and goods that they can't account for. If a member of staff does have a concern the settings safeguarding procedures will followed. A referral may need to be made to the National referral mechanism.

### General Issues

Should any member of staff at the club have concerns for the welfare of any child they will immediately inform the safeguarding officer or manager. The manager in most cases will seek advice from the relevant authorities.

The carers' responsibilities do not include investigating suspected abuse. However, the staff will keep accurate records of their observations and of anything said to them by the child or others in connection with suspected abuse. It is the staff's responsibility and priority to listen to the children and strict confidentiality will be observed at all times. All our carers will receive training on the protection of children from abuse.

By safeguarding the children in our care we are insuring that they are all a part of a safe, secure, and fun environment.

Completed with guidance from what to do if you're worried a child is being abused. March 2015. This document can be referred to for further information

## **Safeguarding Children Policy (Child Protection)**

We want the children in our care to be happy, healthy, safe and secure, and to have positive relationships with the people who care for them on a daily basis. To ensure that this happens all members of staff must be alert to anything which is causing concern in a child's life. Whether this is at home or elsewhere.

Consequently, the overall aim of this policy is to safeguard and promote the welfare of the children in our care (in situations where child abuse is suspected, our paramount responsibility is to the child). This will be achieved by:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children. Continuing to develop awareness in all staff of the need of Safeguarding Children and their responsibilities in identifying abuse.
- Ensuring that all employed staff have received Safeguarding children training or are booked onto training courses as soon as they are available.
- Ensuring that all carers are aware of referral procedures within the setting
- Monitor children who have been identified as “at risk”
- Ensure that outside agencies are involved where appropriate, as sharing information is an important part of safeguarding children.
- Create an environment where children feel secure, have their viewpoints valued, are confident to talk and are listened to.

We will follow the procedures set out by the Local Safeguarding Children Board and....

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (Designated Safeguarding Officer). They will attend safeguarding training every two years and will refresh their skills and knowledge annually.
- Ensure every member of staff (including volunteers) know the name of the designated senior person responsible for Safeguarding Children and their role within this.
- Ensure all staff and volunteers are trained and understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for safeguarding children. They will have their skills and knowledge refreshed annually.
- Ensuring that all members of staff and volunteers know who to contact if for some reason they can not report any concerns to the Designated Safeguarding Officer.
- Ensure that parents have an understanding of the responsibility placed on the club and the carers for safeguarding children by setting out its obligations in this policy.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding children matters.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main children’s file, and is secure.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.

Vulnerable children - Staff should also be alert to the needs children who may be classified as a vulnerable child, this could include a child who:

- Is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in antisocial or criminal behaviour
- is in a family circumstance presenting challenges for the child such a substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

*Early Help Services* can support children and families at an early stage and can respond to the different levels of need of individual children and families. Where needs are emerging or low level, individual services and universal services may be able to meet these needs and take swift action and prevent those needs escalating to a safeguarding concern.

All staff can refer to Derbyshire’s ‘Early Help Offer’ and Starting Point if they feel that a child or family may need further support.

The role of the Designated Safeguarding Officer

- To ensure that all members of staff at the club know that they are the person who is responsible for safeguarding children. The Designated Safeguarding Officer for the setting is the manager Samantha Hazzard. Samantha has advanced safeguarding training.
- Samantha will discuss any initial concerns with the members of staff, then she will decide with the member of staff the most appropriate action to take, depending on the circumstances of the case and the support or action required, including a referral to starting point. Advice can be sought from starting point by contacting 01629 535 353.
- Either the Safeguarding officer or the Deputy will be contactable whilst the setting is in operation. If for any reason both are not contactable. Area Managers/Directors Surinder and Lisa will be contactable and both have had Advanced Safeguarding training.
- To liaise with the local statutory children's services agencies and with the Local Safeguarding Children's Board.
- To provide continued support, advice and guidance to members of staff. This includes general support and specific safeguarding advice about certain issues which may have arisen.
- To attend a child protection training course and keep up to date with current practice. Taking on advice from the Local Safeguarding Children's Board. By doing this it will help the co-ordinator to understand and respond appropriately to possible signs of abuse and neglect.
- To refer all cases regarding staff members and suspected child abuse to the Local Authority Designated Officer on 01629 531940.
- To maintain and update as necessary the Safeguarding children monitoring list
- To organise the Safeguarding Children training within the setting along with the management team
- To co-ordinate action where child abuse is suspected
- To develop and update the clubs Safeguarding children policy along with the management team
- To attend case conferences or nominate an appropriate member of staff to attend on her behalf
- Maintain records of case conferences and other sensitive records in a secure confidential file and to disseminate information about the child on a "need to know basis"
- To ensure confidentiality. No one should be aware of the member of staff who raised a concern
- Along with the management team raise awareness and confidence on safeguarding children procedures and to ensure new staff are aware of these procedures.

The Safeguarding officer will always make an immediate referral to Derbyshire county council starting point or to the police if she felt that the child was at risk or harm or is in immediate danger.

### Staff Training

When a member of staff or volunteer starts at Sawley Before and After School Club they are given induction training during their first week at the setting. This training is given on an individual basis by a member of the management team. Staff members are also trained to spot behaviour that is inappropriate by other members of staff. This could include making inappropriate sexual comments, excessive one to one attention that is beyond the requirements of their usual job role, or inappropriate sharing of images.

### Settings Procedures

- Any member of staff with an issue or concern relating to Safeguarding children should immediately discuss it with the Manager, Supervisor or Safeguarding Officer.
- The Manager or Safeguarding Officer will ensure that any evidence is written down and documented. The Safeguarding officer will be informed if not already notified of the situation. Surinder and Lisa – Area Managers will also be contacted.
- The Manager or safeguarding officer will then decide an appropriate course of action. **Starting point 01629 535 353 will be called if further action needed to be taken.**
- If it is relevant and based on the advice given discussions may be held with the child's parents and carers. The Manager or Safeguarding Officer may feel that the parents or carers will benefit from a professional service and/or an outside agency. For example, a health care professional (Early Help for example).
- If the Manager or Safeguarding officer still has concerns after the discussion or if a discussion has not been able to occur due to the nature of the concern a referral will be made and agencies will be notified.

- **To make a referral - Call Derbyshire 01629 533 190 and/or use the request for support form [Starting Point Form - Stage 1 - Child in this family who you wish to refer - Self \(derbyshire.gov.uk\)](#)**
- Other agencies that could become involved include Social Care services, NSPCC, and if it is an emergency the police. **The police will be contacted without delay if a concern is about a child's safety or welfare or if the child is at immediate risk from harm.**
- When a referral has been made an agreement will be made with the recipient of the referral as to what the parents will be told, by whom and when.
- Confirmation of the referral should be given by Starting point/call Derbyshire in one working day of receiving it. Therefore, if confirmation is not received after three working days starting point/call Derbyshire will need to be contacted again.
- The Manager and Safeguarding officer will then continue to work together with the agencies involved. Documenting everything at all times even when no further action may be taken.

Sawley Before and After School Club will ensure that they are liaising with Sawley Infant School and Sawley Junior School. The club will complete relevant recording concerns forms which will be given to the schools Safeguarding lead.

Some concerns may be about a child or family who social care are already involved with. If this is the case the professionals who are involved with the child will need to be informed of the concerns. It is important to remember that in general managers and the safeguarding officer should discuss concerns with the child and family where possible and seek their agreement to making referrals to Social Care but this should only be done where discussion and agreement seeking will not place a child at increased risk or suffering from significant harm.

If an allegation against a member of staff is made procedures will be followed. (Please see separate policy entitled Allegations Against Staff Policy). Staff must protect themselves especially on a one to one basis with a child. These occasions should be kept short. Staff who hear an allegation of abuse made against another member of staff should report the matter immediately to the manager and then themselves (or the manager) to Social Care, the police or other relevant agencies. If the allegation is against the manager it should be taken straight to Social Care and act on advice given.

Ofsted will always be notified in any safeguarding instances (Please see the Notifying Ofsted Procedure)

#### Dealing with disclosures

All disclosures need to be written as soon as the child has disclosed to a member of staff. The time, date, what the child has disclosed, signatures and in some cases a body map may be needed. If a child chooses to tell a member of staff about possible abuse there are a number of steps that will be carried out to support the child.

#### Existing Injuries

If a child has an accident whilst in the care of their parent or carer, that parent or carer must inform a member of staff at the setting.

Any existing injuries that a child comes into the setting with will be recorded in the accident book. They will be recorded as an "existing injury" The date and time the injury was noticed will be written. The parent or carer of that child will be notified that a record has been made when they collect their child.

#### Monitoring and record keeping

It is essential that accurate records be kept where there are concerns about the welfare of a child. These records will be kept in secure, confidential files, which are separate from the child's other records. Access to these records will be limited to the management team, and only shared with the relevant agencies involved.

It is important to recognise that the regulations published in 1989 do not authorise or require the disclosure to parents of any written information relating to Safeguarding Children. Although the preferred practice is for parents to be informed of and agree to any referral being made (unless it relates to sexual abuse). The records will be passed on to the relevant authorities. (For example the child's next school)

To view the settings full safeguarding policy please speak to a member of staff

## **Female Genital Mutilation (FGM)**

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alters or causes injury to the female genital organs for non-medical reasons. FGM is a form of child abuse against women and girls.

All staff at the club are aware that It is illegal in the UK .....

- to subject a girl or woman to FGM
- to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself

At Sawley Before and After School Club we understand that It is also an offence to fail to protect a girl from the risk of FGM. If members of staff have any information that a girl is at risk of or has undergone FGM they will make a referral to Children's Social Care.

If any members of staff at the club have reason to believe a child is at risk from FGM the clubs safeguarding policy and procedures will be always be followed. We will never approach the child's family or members of the community in advance of any enquiries by the police or relevant authorities.

For more information regarding FGM the following websites contain additional information

<http://www.nhs.uk/Conditions/female-genital-mutilation/Pages/Introduction.aspx>

To view a full copy of the settings FGM Policy please ask a member of staff.

## **Special Educational Needs policy**

All staff of the Sawley Before and After School club shall be aware of the varying needs of the children at the club. These needs may be identified from the registration forms which parents/carers complete or from general observations witnessed at the club. Once a child's needs have been identified and assessed members of staff will then be able to effectively plan activities for the child which are appropriate for their individual learning requirements. This will result in the child making the best possible progress during their time in the setting.

All children are welcome at the club regardless of any additional needs they may have. The staff will be deployed to meet the individual needs of the children. Key members of staff have been trained to ensure they have the skills and understanding to meet the needs of the children. Training is available to all other staff which covers all areas of additional needs.

In order to gain the most from the club a child who has additional needs or a disability may need to have activities altered slightly to ensure they receive the same outcome from the activity as other children. Some children may need extra support which staff members/managers will be happy to give. The child will be given the same opportunities as all the other children in the club where it is practically possible to do so without hazarding the safety of the child.

The Special Educational Needs Co-ordinator (SENCO) for the setting is Samantha Hazzard. Samantha will work closely with the child's parents or carers to ensure the best possible care is given to their child. Samantha is also responsible for working alongside other professionals who may be involved with that child.

The SENCO will have regard to the Special Educational Needs (SEND) Code of practice. The document sets out how to provide help and support and steps that need to be taken for children with special educational needs.

An individual file for each child with an additional need will be kept and maintained. This file may contain general information about the child, any long term medication they may be taking, and any educational plans they may be working on (including targets set). This ensures that the club works closely with the child's school and parents which

will result in the consistency of care and general consistency for the child between settings and in areas of their day to day life.

If intimate care needs to be provided for a child with additional needs, the child's privacy will be respected at all times

When needed, observations may be carried out to monitor a child's progress and development. These observations will be kept confidential but will be viewed by the child's parents, management, and a SENCO. These will only be carried out with parent/carers consent.

If after observing the child, the member of staff feels that the child requires more help and support, the club along with the parents will seek professional advice.

As working in partnership with parents and other professionals it is important to ensure everyone involved is communicating efficiently, so that the child's welfare needs are met.

For more information regarding additional needs please see the settings "Equality and Diversity Policy"

### SEND Code of Practice

This code of practice was updated and implemented in September 2014. This updated code incorporates the changes that follow on from part 3 of the Children and Families Act 2014.

The two main aspirations for children with disabilities and/or special educational needs is that....

- The children and their parents should be able to participate fully in decisions about the support they are to receive
- The children should be as likely to do well in education as their peers who do not have Special educational needs or disabilities.

We will always ensure that we work closely with the child and their parents/carers and involve them in discussions and decisions. They will also be involved in any plans and reviews which are recorded. Further to this we work alongside all services that are involved with the child in order to coordinate all support that is given.

### **Equality and Diversity Policy**

The Sawley Before and After School Club takes great care to treat each individual as a person in their own right, with equal rights and responsibilities, whether they be an adult or child. We respect all racial origins, religions, culture and languages and ensure that everyone valued without stereotyping.

At the club all members of staff and the management team have a duty to

- Eliminate discrimination and harassment
- Advance equality of opportunity
- Ensure good relations with individuals and groups with protected characteristics (please see below)

At the setting we do not discriminate. We understand that it is unlawful to discriminate against individuals or groups based on either of the following "Protected characteristics" ...

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race
- Religion or belief
- Sex and sexual orientation

Discrimination of any type has no place in the setting. Should any person believe that this policy is not being totally complied with it is their duty to bring the matter to the attention of the manager at the earliest opportunity.

### Activities

On a day to day basis at the club the members of staff are committed to providing equal opportunities to all. Some of the ways they may do this are by.....

Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images.

- Encouraging all children to join in activities, i.e. dressing up, shop, home corner, dolls etc to promote positive attitudes and to avoid stereotyping. For example discouraging gender specific role play.
- Trying to ensure that the toys and equipment provided for the children show positive images of all races, cultures, and disabilities to avoid racial or sexist stereotyping.
- Encouraging open discussions with the children and answering any questions they may have about cultures, race, differences etc
- Promoting differences and the understanding that not everyone is exactly the same
- Celebrating a wide range of festivals, religions, beliefs and traditions.
- Helping children to learn about a range of cultural foods and peoples different approaches to meal time, and to respect these differences. The setting also ensures that all dietary requirements are met.

We make sure that all our activities that we offer are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds.

### Value and Respect

At the setting we encourage the children to value and respect each other. We do this through the activities we provide. Planned focused activities are a great way to carry out games which promote respect within the children.

If a member of staff sees or hears a child, parent, or staff member acting in a negative way towards another child/person/group of people this will be challenged. Negative language, actions, behaviour and attitudes will always be addressed.

### Recruitment/Members of staff

The club aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the club will ensure that no job applicant or employee will receive less favourable treatment based on any of the protected characteristics (which cannot be justified as being necessary for the safe and effective performance of the work or training for the work)

### Review and Monitoring

The management team will monitor members of staff and volunteers at the setting to ensure that they are fully complying with the policy

This policy applies to all members of staff, parents, students, visitors, and primarily the children of the setting. For a full copy of this policy please speak to a member of staff.

This policy was created alongside guidance taken from the Equality Act 2010 and the Children's Act 2004. For a full copy of the policy please speak to a member of staff.

### **Medicine Policy**

If a child has long term health needs and takes medication, parents or carers will need to record the details of this on their registration form so that all members of staff are fully aware. If the administration of any medicine requires medical or technical knowledge professional training will be obtained for the members of staff who will be administering it. Medicines will not usually be given to children unless they have been prescribed by a doctor, dentist, nurse, or pharmacist. Members of staff will only be allowed to administer medicines that contain aspirin if they have been prescribed by a doctor.

If medicines are to be administered parents/carers need to give written permission for these beforehand.

#### **Procedure for administering medicine**

- Obtain the medicine and the medicine form
- Check that the name of the child needing medicine matches the name on the medicine (If a label is present).
- Check that the dosage time is the same as the present time
- Make sure the dosage is the same on the label as what is written in the medicine form. (This should also be checked when a parent is signing to give permission to administer the medicine).
- Wash hands
- Go to get the child and explain that you are going to administer their medicine, taking the child away from the other children
- Administer the medicine using the correct tools (spoon, oral syringe for example)
- Record that the medicine has been given and monitor the child for a short time after for any possible side effects.
- Always ensure that the administration of the medicine has been witnessed and a witness signature taken.

If all the steps above are followed all children should be given their medication correctly. However if medicine is given to the wrong child medical assistance would be sought straight away by either calling NHS 111 or in a serious incident call 999. The child's parents will also be contacted and informed of the situation. A record of what has been given and at what time will need to be made and the medicine container will need to be kept as the emergency services may require it.

#### **Procedure for the refusal of medication**

Members of staff will always try to make a child relaxed before taking their medicine and will comfort them if the child feels apprehensive. The member of staff will explain what the medication is for and try to reassure them.

If however a child refuses medication encouragement will be at first given. If after encouragement the child still refuses the medication they will not be forced to take it. The parent/carer of that child will be called and informed straight away of the situation. Depending on the type of medication the refusal by the child may result in the parent/carer having to collect their child from the setting. If this occurs in the morning session the members of staff will always inform school when dropping the child off about the refusal of medicine.



It will be noted in the medication book that the child has refused his/her medicine.

### Calpol

In most cases Calpol will only be given to a child if they have a temperature over 37.5

### Inhalers

For children who need the use of an inhaler, discussions will be made with the child's parent or carer to obtain where the inhaler is best kept. After the discussion if the parent or carer and staff member is satisfied the child will be able to keep their inhaler with them. If the parent feels that this is not appropriate the inhaler will be labelled and kept in the first aid kit. The child will be informed of where the inhaler is to be kept. If the inhaler is to be kept with the child at all times the importance of keeping it safe will be explained to the child. A risk assessment will be carried out to assess the risk of the child carrying their own inhaler. This will be reviewed regularly.

If a child does use an inhaler parents or carers must state this on their registration form. In the event that a child needs to use their inhaler the staff of the Sawley before and After School Club shall take a written record of what time the child has used their inhaler and their parents or carers will be informed. A general Inhaler risk assessment is carried out and reviewed on a regular basis.

### Epi-pens

Members of staff will have training by a health care professional in regards to how to use epi-pens. Parents and carers must notify the manager of the club if their child needs an epi-pen. Parents and carers must indicate this on their child's registration form in the health requirements section. A health care plan will be completed with parents and carers input for a child who may need an epi pen.

### Other medication

There may be other medication that a child needs which requires a separate risk assessment or a health care plan. This will always be completed with the guidance of a health care professional and the Child's parent/carer.

### Contact

If we are unable to contact parents and we have concerns about your child, in regards to medicine, we will contact NHS 111 service.

## **Illness Policy**

At the Sawley Before and After School Club the welfare of the children in our care is paramount. If the members of the management team feel that a child is unwell they will contact the parents or carers to inform them of their child's condition. If we feel that the illness is of a serious nature we will request that the parent or carer collect their child as soon as is possible so that the child can receive any treatment they may need.

The Derbyshire County Council support a list of notifiable diseases. Should your child have one of these illnesses listed, then they should contact the manager of Sawley Before and After School Club to inform them of this. For more information please see..

<http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/NotificationsOfInfectiousDiseases/ListOfNotifiableDiseases>

These Diseases are notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010.

The table across the page lists the minimal exclusion periods in connection with illnesses and diseases that are more commonly associated with children. These periods are set out by the Health Protection Agency and are fully followed by the club. Should you have any concerns with regards to the exclusion period please talk to and seek advice from the manager of Sawley Before and After School Club (Samantha Hazzard). If further advice is needed the club shall contact the relevant authorities (Local Health Protection Unit) or a local Doctor for guidance.



## **Respiratory Infections, including coronavirus (Covid-19)**

### **Symptoms**

Children and adults with respiratory infections can have a range of symptoms including a runny nose, high temperature, cough and sore throat. It is not possible to tell which germ someone is infected with based on symptoms alone.

### **Spread**

Respiratory infections can be spread from person to person by sneezing, coughing, signing, talking etc. Droplets from the infected person may spread to someone close by. Droplets from the nose and mouth may also contaminate hands, toys or other items and then spread to people who touch them. Especially when they then touch their nose or mouth.

### **Exclusion**

Children with mild symptoms such as a runny nose, sore throat or a mild cough who are otherwise well can continue to attend the club.

**Children who are unwell and have a high temperature should stay at home and where possible avoid contact with people. They can return to the club when they no longer have a high temperature and they are well enough.**

**If a child has a positive Covid-19 test result they should try and stay at home and avoid contact with other people for 3 days. (Starting from the day after they took the test). The risk of passing the infection on is much lower after 3 days as long as they feel well and do not have a temperature.**

**If a member of staff has a positive Covid-19 test result they should try and stay at home for 5 days after the day they took the test.**

If a child or member of staff lives with someone who has a positive Covid-19 result they can still attend the setting.

### **At the club we will ensure that we....**

- Promote healthy hygiene practices (Using tissues, washing hands correctly etc)
- keep the setting clean
- Promote the advice within this policy
- Contact the local Health protection team if there is an increased amount of absences or if a child or staff member has to be admitted to hospital due to respiratory infections.

Created with guidance from Public Health Management of specific infectious diseases – 11<sup>th</sup> April 2022

## **Monkeypox**

Children or members of staff who have monkeypox must follow any medical advice given. They are able to return to the setting once their scabs are dry and healed

## **Lost Child Policy – Within The Club**

If a member of staff becomes aware that a child has gone missing they must alert the Manager or Supervisor immediately. The school office will also be informed.

Once alerted the Manager or Supervisor then has a duty to thoroughly search the premises. Not only inside the classroom and school but also the area immediately outside the classroom and school grounds starting with the area

in closest proximity to the classroom. The Manager or Supervisor should remain calm throughout the search and should not cause any distress to the remaining children who are present at the setting.

#### Morning school drop off

If a child goes missing whilst on the school drop off the member of staff who becomes aware that they are missing must alert the Manager or Supervisor straight away. If that member of staff is not in close proximity to the Manager they must use their walkie talkies to inform them. The member of staff on the school run will wait with their children until the Manager or Supervisor arrives and they can begin to conduct a search. The member of staff will ensure the remaining children are taken to their classrooms as normal. Once all children are dropped off all members of staff can take part in the search, communicating via their walkie talkies. At an appropriate time/as soon as possible the school office/head teacher will be notified of the situation.

In the above situation if there is more than one member of staff with the group of children - one member of staff can continue the drop off and the other member of staff can start the search straight away. The Manager or Supervisor will still be informed of the situation.

#### After school collection - Infants

If a child goes missing at the school collection the above procedure will still apply. A Supervisor or Manager will be notified of the situation via walkie talkies. The member of staff who has noticed the child is missing will wait with the children until another member of staff is able to assist in either a) searching for the child or B) taking the remaining children to the classroom so that the member of staff can search for the child.

#### After school collection juniors

If a child from the junior school is due to be at the setting and doesn't arrive the Manager or Supervisor will go to the junior school office to check the child was at school that day. If the office confirm the child was at school the Manager or Supervisor will call the child's parents to check that they child has not been already been collected. If the child has not been collected and is due to be at the setting they will be classified as a lost child. The Manager will inform the school office and a search of the school and site will begin. The immediate areas outside of the school site will also be searched. The member of staff searching must remain contactable via a walkie talkie in case the child arrives at the club during the search.

In all situations above If the child is not found then it is the Manager or Supervisor's duty to contact the police, and the child's parents to report the situation. The Manager shall also contact one of the Directors of the Sawley Before and After School Club at a suitable time. They shall assist with the matter arising as soon as is practically possible.

After an incident such as this, the club will review the events which lead to the child becoming lost. They will also work with the school where possible. After the review changes may need to be made to improve the procedures of the club. Security procedures will also be reviewed and changed/improved if needed. A risk assessment may need to be formed.

### **Lost Child Policy – Outside of The Club**

If a child goes missing whilst on a trip or outing with the club, a member of staff should make the situation known to the person, on location in charge of the organisation. (The Manager of a cinema for example). The Sawley Before and After School Club Manager will search the immediate vicinity and retrace the route that has been taken.

Walkie talkies will be taken on the trip and staff members can keep in contact during the Managers search.

Whilst the Manager is searching remaining staff and children will stay together in one place. Depending on the number of available staff other adults may be able to assist the Manager with their search.

All members of staff and the Manager should remain calm throughout, and should not cause any distress to other children present. The situation shall be assessed by the Manager of the Sawley Before and After School Club and the decision may be made to close the session or take the children back to the building of the Sawley Before and After School Club. The parents of the remaining children may be contacted to re-arrange their child's/children collection. Whilst the children are being taken back to the club a member of staff will stay with the remaining children and help with any information about the lost child which may be needed. (This will depend on the type of trip, location and venue and will be assessed in the pre-trip risk assessment).

If the lost child/children is/are not found the police shall be contacted and informed of the situation, as will the parents. The parent will be informed in any case even if the child has been found after a short time.

After an incident such as this, the club will review the events which lead to the child becoming lost. After the review changes may need to be made to improve the procedures of the club. A second risk assessment may need to be formed after the event.

Security procedures will also be reviewed and changed/improved if needed. In a serious incident a written summary of the event shall be provided to the parents, police and Ofsted.

### **Mobile Phone and Camera Policy**

At the Sawley Before and After School Club we allow staff members and volunteers to bring mobile phones into the setting. When a mobile phone is brought into the club the owner is responsible for ensuring that there is no illegal content on the device. All staff must ensure that their phone is left inside their bag and away from the children throughout contact time with the children.

If a member of staff has a bag, it must be placed in an area away from the children whilst the Breakfast and After School Club is in operation. If any member of staff has a personal emergency and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or deputy in charge on the day. In emergencies members of staff are always able to use the setting phone if they need to. If an emergency does arise and a personal phone call needs to be taken or received, members of staff are required to use an area of the school away from the children. During outings the statements above also apply. Mobile phones must be left in staff members and volunteers' bags.

This policy also applies to the children who have their own mobile phone and wish to bring it into the setting. Children are allowed to bring their phone into the club as long as it stays out of sight for the duration of the session. As soon as the child is in the care of the setting the phone needs to be kept in the child's bag or can be kept in an area away from the children. Under no circumstances is the child to use their phone whilst they are at the club. If a child breaks this rule they will not be able to bring their phone into the setting. Members of staff do not take any responsibility for the safekeeping of mobile phones as they are brought into the setting at the child/parents own risk.

#### **Camera**

At the Sawley Before and After School Club a designated camera is used to take photos. These photos are used in the following ways -

- To complete individual EYFS development files
- To display on notice boards at the club
- To display on the club's website

Photographs taken involve the children taking part in activities and are used as a tool to celebrate their achievements.

Parents are informed of the way in which we use the images and upon registration they indicate on the child's form if they would or would not like their child to be photographed.

It is essential that when taking photographs they are used and stored appropriately in order to safeguard the children in our care. Members of staff, volunteers or visitors are not permitted to take photographs on their own personal devices. A designated camera is used to take all photographs in the setting. This policy applies for all members of staff, volunteers, and visitors to the setting.

Please see a member of staff for a full copy of this policy

### Technology at the setting

In certain circumstances and with prior agreement children are allowed to bring their own gaming devices to the setting. Games played must be age appropriate. If the gaming device has a camera the children are not allowed to use it to take photos or access the photos on their device.

The above also applies for smart watches and any device which has imaging and sharing capabilities. Both Children and members of staff are allowed to wear smart watches. They however must not take or view photos, make calls or send messages. (Children being allowed to wear smart watches is subject to the Sawley School's current policies and procedures).

If children are found to be using their device in a way that is not permitted a warning will be given. If a child continues to ignore the rules in place the device will be confiscated and returned to the child's parent or carer at the end of the day. If any member of staff does not follow this policy they may be subject to disciplinary procedures.

The children are not permitted to use the internet whilst on their device.

Sawley Before and After School Club accept no responsibility for lost, stolen, or damaged devices.

### Prevent Duty

The main aim of the governments Prevent strategy are to -

- Tackle the ideological causes of terrorism
- Intervene early to support people susceptible to radicalisation
- Enable people who have already engaged in terrorism to disengage and rehabilitate

Extremist ideologies can create and cause harm. Extremism *is defined as the promotion or advancement of an ideology based on violence, hatred, or intolerance, that aims to:*

- *negate or destroy the fundamental rights and freedoms of others; or*
- *undermine, overturn, or replace the UK's system of liberal parliamentary democracy and democratic rights;*  
*or*
- *intentionally create a permissive environment for others to achieve the results in either point above*

At Sawley Before and After School Club we have a responsibility to prevent children in our care from being drawn into terrorism. We understand that we need to ensure that we are doing this alongside actively promoting British values. As members of staff who are in regular contact with children we maybe one of the first people to see signs of a concern. It is our duty to carry out risk assessments, work in partnership with others and act on any concerns we may have.

Children can be drawn into terrorism due to many factors which may include...

- They may be experiencing peer pressure
- They may have been influenced due to content on the internet.
- The child may have low self-esteem.
- They maybe following ideas expressed at home and or maybe being exposed to discriminatory or extremist views which they in turn may repeat.
- They may be feeling isolated in their everyday life.

Our members of staff will be alert to identifying children who may be vulnerable to radicalisation. They understand that children who are vulnerable can be any age, any sex, from any faith, or background. Members of staff need to have good relationships with the children in their care and be aware of any changes in a child's behaviour as this could indicate a concern. Staff members will also be vigilant in regards to what the children are viewing on the internet. Even though the setting does not have internet access concerns maybe raised if a child discusses something they have seen online at home or a friend's house for example.

If a member of staff does have a concern action will be taken. They should raise their concern with the safeguarding officer for the setting who is Samantha Hazzard. She will ensure that she has all the facts of the concern and notes may be made. Samantha may also talk to other members of staff to gain further information and any other concerns. Samantha will complete the child referral form to request early help and assessment. [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint). This will trigger multi agency enquiries including their local police and PREVENT team.

### Staff training

All members of staff during their time at the setting will complete staff training in regards to the prevent duty.

This policy has been produced with guidance from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

For a full copy of the policy please speak to a member of staff

### **Promoting British Values**

The main aspects of promoting British values are

- Democracy (Making decisions together)
- Rule of law (Personal Social and emotional development)
- Individual liberty (Freedom for all)
- Mutual respect and tolerance (Treat others how you want to be treated)

Promoting British values is an everyday event at the setting. Every childcare professional has a duty to actively promote British Values. (As set out by the governments prevent duty). It is hoped that by teaching the children British values it will prevent children in the future being radicalised and drawn into terrorism.

Some of the ways in which the setting promotes British values is.....

- By the adults and the children creating rules for the setting together deciding what behaviour is acceptable and not acceptable and consequences to behaviour.
- Encouraging respect for each other. This includes all areas of everyday life, cultures, beliefs etc
- Ensuring everyone shares and takes turns with activities and everyday instances.
- Ensure that everyone has a voice and that everyone takes it in turns to listen to one another. Children making decisions together. Also listening to parent's views and opinions and making sure they know their opinions are welcome.
- Make sure they children feel that they are able to be open and honest and encourage discussions
- The members of staff through planning plan activities that boost children's self-esteem and confidence. Staff encourage children to take controlled risks and challenge their abilities



## **Social Networking Policy**

### **Parents/Carers and Social Media**

Members of staff at the setting are unable to accept any “friendship” requests from parents or carers of the children who are registered to our setting. This applies for all forms of social media. Likewise, the members of staff are unable to request to be friends with any parents or carers. This is in place to ensure that we are adhering to our safeguarding duty. Being friends with parents on social media sites can confuse the boundaries between professional and social interactions.

Members of staff are also unable to accept friend request from any child who is registered to our setting.

### **Facebook page**

Sawley Before and After School club have a Facebook page which is Managed by Samantha Hazzard. It contains photos of activities that the children have taken part in or visitors that the club have had at the setting. There are not any photographs of the children and any visitors that are tagged in posts have given permission beforehand. The page is an open page so that potential parents and carers can get an idea of what the club is all about. The page is also used to post general reminders for the parents such as club discos etc.

Please see a member of staff for a full copy of this policy.

## **Cancellation Policy**

### **Seven Days’ Notice**

If you would like to cancel any childcare session with us, we require seven days’ notice. The seven days’ notice starts the day that you have notified us and includes the day you are cancelling. We ask for these cancellations to be written (A text message, email or letter). If choosing to write a letter please only give this to the Management team. Even if you need to cancel a session and it is out of club hours or the weekend you are always able to leave a text message or answer phone message with us.

You are still able to swap any sessions at any time (if space is available) please just bear in mind you will still be charged for your regular session if we are not notified within seven days.

Also, if we work on a weekly basis with you could you please notify us seven days beforehand of the childcare needs you will require the week after as this would make it easier for us in regards to staffing and preparation.

### **Sickness**

If your child is unwell and unable to attend the club you will still get charged for your regular sessions and any extra that has been booked.

Please inform the club if your child is not present at school, and does not need to be collected.

### **School Closures**

If Sawley Infant school has to close unexpectedly we would also be required to close the setting. Parents would not be charged whilst the setting was required to close.

If Sawley Junior school closed unexpectedly and we were unaffected and able to stay open all parents would be charged for their regular sessions.

### **Emergency Procedures For School Closures**

If the setting was informed during the breakfast club of a school or class closure for that day, the Manager would in the first instance speak to the school to confirm the information and to discuss if there were any further available options. The Manager would then call the children's parents and carers in order for them to be collected from the breakfast club and the situation would be explained to them. If the parents/carers do not answer the call the Manager would then call the child's emergency contacts. The breakfast club team will wait with the children until they are collected.

If the setting was informed of a closure when sending the children into their classrooms, a discussion would need to take place between the Manager and the Headteacher in regards to contacting the children's parents and arranging for them to be collected.

If the school closes during the day it is the responsibility of the school to contact the parents and carers in order for them to collect their child. In this instance the club would liaise with the school and depending on the time of the closure and parent's needs, make the decision if the club would remain open for the After School Club session.

### **Payment Policy**

Payments for childcare are accepted daily, weekly, monthly or termly in the form of cash, cheques, or direct bank payments. Childcare vouchers and the government childcare vouchers are also accepted. If you are paying by cash/cheque we ask that you only pay the management team at the club.

If you pay for your childcare daily, you need to pay on the day that your child attends. If you pay weekly, you need to pay at the start of the week.

Invoices will be given for monthly and termly childcare payment. The balance needs to be paid by the date indicated on invoice. Parents/carers are able to pay before the due date but no later than the date stated.

We do understand that with childcare vouchers they sometimes may not clear on the exact invoice due date.

We know that certain issues may arise which can make it difficult to pay a balance. If this occurs we ask that you contact Surinder McEvoy or Samantha Hazzard as early as possible so arrangements can be made. Each situation will be dealt with on an individual basis. However we do expect that parents/carers work with us and attempt to at least pay small amounts to clear the total amount outstanding.

If 7 days after the payment due date - the bill still has not been paid (And there has been no discussion to put an agreement in place) your child will lose their place at the club.

### **Late Collection Policy**

The Sawley Before and After School Club maintain a late collection policy for children who are not collected at the end of the session. (6pm)

## Procedure

If a child is not collected by 6pm calls will be made to the child's parent/carer to establish his or her whereabouts.

If at 6pm the child's parent/carer cannot be reached, the child's emergency contact will be called, informed of the situation and asked to collect the child.

If after 6pm the parent/carer cannot be reached neither can the emergency contact. The child will remain at the club with a member of staff.

At this stage (after 6:00pm) there will be an immediate late collection fee. This will be a £1 a minute charge until the child/children have been collected. We will give all parents ONE grace period without charge which the manager will log.

Persistent late collections will not be tolerated and your child/children may not be able to attend the club as a consequence.

If the child has not been collected by 7pm and no contact can be established the authorities (social services) will be notified and advice taken. This may result in the child being referred into their care.

## Complaints Procedure

If a parent or carer has a complaint about a member of staff, a manager, or any aspects of the childcare provided at the club they should talk about it a member of the management team. Should they wish to put their complaint in writing, then all written complaints should be addressed to

**Sawley Before and After School Club**  
**Sawley Infant School**  
**Wilmot Street**  
**Sawley**  
**NG10 3DQ**

Or you may email your complaint to [sbasc@hotmail.co.uk](mailto:sbasc@hotmail.co.uk)

The complaint will be investigated and a written response from shall be sent to the complainant within 28 days of receiving the written complaint. Every effort will be made to resolve the problem in a swift and concise manner.

If the parent or carer feels that not enough has been done or their situation has not been resolved they should telephone Ofsted on 0300 123 1231. Parents are also able to use this number to contact Ofsted if they feel that the setting is not meeting the EYFS requirements.

A record of all complaints and outcomes will be kept for a minimum of three years and be available to view by Ofsted on request.

## Inspections

If the management team at the Sawley Before and After School Club are aware that the setting is about to be inspected they will notify parents and carers. After the inspection has taken place a copy of the report will be made available to parents and carers whose children attend the club on a regular basis.