



Blakesley Fun Club

Policies and Procedures



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Accident and Incident Policy

Blakesley Fun Club recognises that parents and carers place their trust in our club for the safety of their child. In order to keep parents/carers aware of all aspects of their child's care, all accidents/incidents no matter how small will be recorded and parents will be asked to sign the entry to state that they have seen the entry and that it has been explained to them.

Procedures

- All accidents will be recorded on an accident form by the staff member reporting the accident.

Details on the accident form will include:

- Date
 - Time
 - Name of child
 - Detailed description of the accident and any injuries sustained
 - Any treatment given
 - Any witnesses (if relevant)
 - Any further action taken later
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- A First Aid box is provided and will always be kept fully stocked.
 - Only staff have access to the First Aid box and only a trained first aider will administer treatment.
 - On collecting their child, the parent/carer will be shown the entry, have the accident explained to them and asked to sign it.

Incident Reporting

When an incident occurs we will record it on an incident sheet, no matter how small an incident it may be.

- All incidents will be recorded on an incident sheet
- Parents will be asked to sign the entry and the incident will be fully explained to them
- If a disclosure has been made or the incident is related to a child protection issue, it may not be appropriate to ask parents to read or sign the form. The Designated Safeguarding Lead will make this decision and will comment on the incident sheet as appropriate.

Admissions Policy

Blakesley Fun Club provides both recreational and educational activities, before and after school only and does not operate during school holidays.

This facility is offered to any child of primary school age irrespective of race, gender, creed or disability.

Our well-staffed, secure club operates a 'waiting list' system and gives priority to siblings of children already registered with the Club.

In compliance with OFSTED regulations, all children that wish to attend the club must be registered prior to being admitted.

All bookings and payment of fees must be made in advance and regular late payments or non-payment will result in the termination of contract.

Behaviour Policy

At Blakesley Fun Club we believe that all children are individuals and as such, they will experience their own wide range of emotions, which are expressed, by a similarly wide range of behaviours.

However, there are certain types of behaviour that are viewed as undesirable within the Club and some examples are listed below.

- It is absolutely unacceptable for children to use abusive language of any kind.
- Bullying other children is totally unacceptable. We expect considerate and courteous behaviour at all times.
- Children are expected to play co-operatively with toys and games.
- It is imperative that children play safely. Toys must be kept either on the tables or mats to avoid danger to others.
- Children are expected to use toys and equipment properly and not deliberately break them.
- Fighting will not be tolerated.

The Club staff are experienced in handling challenging and/or disruptive behaviour in children from time to time.

Inappropriate behaviour will be dealt with using one or more of the following steps:

- A Club staff member will discuss with the child the problem they are having, accepting their feelings, but explaining the effect his/her behaviour is having on others in our club and the consequences.
- They will be encouraged to put right the wrong.
- The child will be given 'time out' from the activity/environment if the disruptive behaviour persists and asked to sit quietly in a suitable area, thus giving them time to reflect on their actions and come up with a solution to it themselves.
- A staff member will attempt to negotiate, for a second time, conditions for a positive change in behaviour - for example, greater access to favourite activities if positive change occurs or exclusion from favourite activities if there is no change.

- If disruptive behaviour continues, the child will be removed from their present activity and channelled into a different pursuit, being monitored closely by a member of staff.
- Continual misbehaviour for the remainder of the session will result in the parents being informed, either immediately by telephone or on arrival to collect their child, to establish a joint approach to remedying the misbehaviour.
- After two verbal warnings, on two separate occasions, the parent/carer may be issued with a written warning about his/her child's club conduct.
- Exclusion from the Club will be the last resort.

Under no circumstances will physical chastisement or restraint be used on a child.

The Club staff firmly believe that positive reinforcement achieves a positive, supportive, caring club environment and will praise, encourage and reward, verbally or using stickers and certificates, all positive interactions and behaviour.

Confidentiality Policy

Blakesley Club work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Club can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and reports of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the senior staff members of the Club will not be passed on to other adults without permission.

- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and only shared with other staff if appropriate.
- Students on any recognised courses who are observing in the Club will be advised of our confidentiality policy and will be required to respect it.
- All the undertakings above are subject to the paramount commitment of the Club, which is the safety and wellbeing of the child. For more information, please see our policy on child protection and data protection.
- Any photos of the children or artwork with children's full names on can only be displayed with parents' /carers' permission.

Contingency Arrangements

The following procedure will be followed in the event of staff absences and emergencies in order to maintain the required staff/child ratio:

- Working with staff from Fun at Harvey Road's other settings to help maintain appropriate ratios in both settings.
- Drawing on a pool of suitable, qualified staff who can cover staff absence at short notice;
- In the unlikely event of not being able to maintain ratios, parents will be contacted 'asap' to collect their children.

Complaints/Compliments Policy

Blakesley Fun Club aims to provide a high quality, efficient and accessible service to parents and children.

The way we work is regularly discussed as a team and reviewed.

However from time to time a parent or child may feel that they have a complaint against some aspect of our Club, or an individual member of our staff. All complaints will be dealt with promptly and in the strictest confidence.

Please follow these steps if you feel you need to make a complaint:

1. It should be possible to resolve any problems as soon as they occur by approaching a senior member of staff and sharing your concern with them. We aim to be approachable and supportive at all times and will attempt to address complaints on an informal level immediately.
2. If the senior member of staff cannot resolve your problem, please make a formal complaint in person or in writing to The Manager, who will either immediately attempt to address the problem or take a little time to investigate it, making a record of the nature of the complaint and responding to the complaint within 48 hours. Manager -Vivienne Jones 07976165582

Please note: When making a complaint, please include all details relevant for us to start investigating, names, dates and what you are unhappy about.

3. If, after investigation the matter it still cannot be resolved, the final step is to make a formal complaint to

OfSTED's Complaints and Enforcement Team,
Tel No: 0845 601 4772

All complaints will be formally recorded in our complaints/compliments log which is available to parents at all times.

Compliments:

Any parent who wants to positively comment on the quality of service the Club offers its users or wishes to praise a member of staff, can do so either verbally or in writing. Any comments will then be kept in our complaints/compliments log which is available to parents at all times.

Disciplinary Policy and Procedure

To ensure the effective operation of Blakesley Fun Club and fair treatment of our employees we adhere to a Disciplinary Policy and Procedure.

It is designed to assist any member of staff whose conduct is in question and should be seen as an opportunity to improve, rather than a step in the process of dismissal.

All Club staff are subject to the disciplinary procedure from the first day of employment.

To rectify problems the following procedure will be used:

Stage 1: First Warning

If the Manager/Deputy Manager is of the opinion that there has been a breach of duty, misconduct or incompetence, there must be a discussion between the Manager/Deputy Manager and employee in whom the Manager/Deputy Manager specifies, with evidence, the conduct giving cause for concern and the employee is given an opportunity to give an account of his/her behaviour.

The Manager/Deputy Manager makes clear to the employee that if there is no improvement in his/ her conduct within a reasonable amount of time, not exceeding **three calendar months**, the next stage of the procedure will be put in motion. The Manager/Deputy Manager will keep an agreed record of discussion and of the warning given.

Stage 2: Second Warning

After the specified time, if there is no evidence of the required improvement in conduct, the Manager/Deputy Manager will interview the employee and confirm the agreed record. The Manager/Deputy Manager will then give a **formal warning** that if there is no improvement within a calendar month, the employee may ultimately be dismissed. The Manager/Deputy Manager will confirm this warning **in writing** to the employee within 2 working days.

Stage 3: Third Warning

After one calendar month, if the unsatisfactory conduct persists, the Manager/Deputy Manager will issue a **final warning** in writing, giving the timescale required for improvement, not exceeding one calendar month.

Stage 4: Dismissal

If, within the timescale given, there is no evidence of significant improvement or there is a repetition of such breach of duty, misconduct, inefficiency or incompetence by the employee, the Manager/Deputy Manager will issue a **notice of dismissal**.

The Club reserves the right for the Manager/Deputy Manager to move immediately to Stage 2 or Stage 3 of the disciplinary procedure when the situation warrants it.

Confirmation of disciplinary action will be on the employees file and will remain effective for:

6 Months (Oral warning)
12 Months (Writing warning)
24 Months (Final warning)

Gross Misconduct:

Gross misconduct is misconduct of such a nature that it is justified in no longer tolerating the continued presence at work of the employee who commits such an offence.

Gross misconduct also applies where the offensive behaviour makes the employee unsuitable for his/her type of work. If it is established that there has been **gross misconduct** or **gross dereliction** of duties, the Club reserves the right to dismiss an employee without warning.

Some examples of such conduct would be:

- Sexual misconduct
- Physical assault
- Theft
- Fraud
- Malicious damage to Club property
- Inability to carry out duties due to taking Alcoholic drinks or Drugs
- Repeated refusal to carry out required duties and requests
- Misuse of an employee's official position for personal gain
- Neglect of duty

Suspension:

If necessary, in cases of gross misconduct, the Manager/Deputy Manager may suspend the employee from duty (without pay)

The suspension will be confirmed in writing to the employee within 2 working days.

The Manager/Deputy Manager will carry out an investigation, keeping the need for suspension under constant review. He/she will formally report to the manager no later than one calendar month from the date of suspension.

Documentation + Information Policy

Blakesley Fun Club recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

We are also aware of our obligations with regard to the storing and sharing of information under GDPR, and are committed to complying with its regulations

and guidance. The Manager and staff are aware of the implications of GDPR in so far as it affects their roles and responsibilities within the club.

Our Club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the club holds on their child/ren. Records and information will be made available to parents/carers on written request, unless subject to an exemption.

If, for any reason, a request is refused, then this decision, and an explanation, will be communicated in writing.

Record Keeping

Ordinarily, information kept on a child will include:

- Birth name (along with any other name the child is known by)
- Date of birth
- Gender
- Home address and telephone number(s)
- Parent/Carers names
- Parent/Carers place of work + contact number(s)
- Any other emergency contact names + number(s)
- Names of people authorised by the parent/Carer to collect child
- Family doctors name/address/telephone number
- Details of any special health issues, medications taken/required (including details if stated)
- Details of any special dietary requirements, allergies etc
- Any other information relating to the child deemed by staff or parents/Carer to be relevant and significant
- Recorded notice from the Parent/Carer giving club staff authorisation to administer emergency first aid and contact emergency services, in accordance with our 'Medications' Policy

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the club:

- An up to date record of all the staff, students and volunteers who work at the club, including their names; address; telephone number; Enhanced DBS check; references; employment details and any other information accrued during their time spent working at our Club.
- A daily attendance register, as detailed in our 'Entry/Departures' Policy.

- An up to date waiting list (as required) with details of all children waiting for a place at the club, as set out in the 'Documentation and Information' Policy
- Records of the activities planned and implemented by the club, including any off-site visits/outings
- Records of any medication being held by staff on behalf of a children, along with the signed medical forms, in accordance with our 'Medicines' Policy
- A fully completed and up to date First Aid book and Incident Record book.
- Additionally, a regularly updated version of the admissions list will be kept off premises, but close by, in case of emergency (fire)

Information and records held on children will be kept in a locked file, access to which will be restricted to designated staff.

Fun At Harvey Road Club Manager/Deputy Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

The retention of documentation:

- All required records relating to individual children will be stored for 3yrs (in accordance with OFSTED)
- All financial information will be held by the manager and accountants for inspection of Inland Revenue.
- All records/information/incidents etc which relate to 'Child Protection' (including First Aid Records) will be stored for 25yrs

Notification of changes:

Blakesley Fun Club recognises its responsibility in keeping children, parents/carers, staff and OFSTED informed of any changes to the running or management of the club that will directly affect them.

Wherever possible, if changes are to be made, affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Club will facilitate consultation with the affected groups or individuals.

In the following cases it is mandatory for the Club to inform OFSTED:

- Any change of members of staff and/or people living on the premises
- Any significant change to the premises
- Any significant change to the operational plan of the club

- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises
- Any other 'significant' events

Employment, Staff Training and Development Policy

In accordance with The National Standards, Blakesley Club is Managed and staffed (often beyond the minimum staff ratio) by qualified, vetted and 'enhanced' DBS cleared individuals, who have a wealth of childcare experience and qualifications, in a variety of fields, thus enabling us to provide a safe, secure, high standard of childcare.

All our staff are encouraged to develop their knowledge through further training and education. Training sessions and staff meetings are held so that staff can keep abreast of current issues and discuss any problems.

All new staff are supervised for a period of time before they are allowed to work unsupervised. Following this period, the member of staff is permitted to work without close supervision in any area.

Equal Opportunities Policy

We believe that Blakesley Fun Club activities should be open to all children and families, and to all adults committed to their welfare.

We aim to ensure that all who wish to work in, or volunteer to help with our Club have an equal chance to do so.

Admissions: - Please see our admissions policy.

Employment:

The Manager will appoint the best person for each position within the club and will treat fairly all applicants for the jobs and all those appointed.

Training:

All employees will have an opportunity to access training.

Families:

The Club recognises that many different types of family successfully love and care for children and welcomes all.

Festivals:

Our aim is to show respectful awareness of all major events in the lives of the children and families who use the Club and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge all festivals, which are celebrated in our area and/or by families involved in the Club.

Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others and will be introduced, where appropriate, to the stories behind the festivals.

Before introducing a festival with which the adults in the Club are not themselves familiar, appropriate advice will be sought from people to whom that festival is a familiar one.

Children and families who celebrate at home, festivals with which the rest of the Club is not familiar, will be invited to share their festival with the rest of the group, if they themselves wish to do so.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The programmes of Activities:

All children will be respected and their individuality and potential recognised, valued and nurtured.

Activities and the use of play equipment within the club as well as enhancing their social, physical, intellectual, cultural and emotional development, will offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources:

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Material will be selected to help children to develop their self-respect and respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Special needs:

The Club recognises the wide range of special needs of children and families in the community and will consider what part it can play in meeting these needs.

Discriminatory behaviour and remarks are unacceptable in our Club.

The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Food:

Medical, cultural and dietary needs will be met.

(See Medical Policy).

Blakesley Fun Club Code Of Practice.

- It is the policy of Blakesley FunClub to provide a safe and secure environment in which children can thrive and develop, and where all aspects of their welfare will be protected.
- The Club will minimise the situations in which abuse of children might occur.
- Any child using the services of the Club and anyone acting on behalf of such a child may complain to the management about any aspect of the service they receive. Complainants will have a right of appeal to an independent person/agency if they are dissatisfied with the way a complaint is dealt with.
- Any child using the services of the Club may disclose to a staff member or volunteer any abuse that may be suffered elsewhere in their lives and staff and volunteers will be vigilant for the signs of abuse.
- Any indication that a child may be suffering from abuse will immediately trigger the Club child protection procedures.

These procedures are consistent with the good practice guidelines of the Keeping children safe from harm.

- In recruiting staff and volunteers, the Club will follow a systematic selection process designed to assess the applicants' suitability for the post and to work with children.
- Checks will be made to ensure that all the information provided by any potential members of staff or volunteer will be checked for any offences they have committed against children.
- No member of staff will be appointed to any position in the Club without two suitable references being provided. All references must be from persons who can comment on relevant and recent aspects of the applicant's work with children.
- All staff appointments to the Club will be subject to a probationary period during which time they will be closely supervised.
- All paid staff of the Club will have clear job roles detailed for them.
- The supervision of staff and volunteers will be used as a means of ensuring that the children using the services of the Club receive adequate protection.
- An induction booklet will include basic information on recognising and responding to child protection issues. Staff at all levels within the Club will be expected to undertake safeguarding training.
- The Club will ensure that issues of child protection receive continuous attention and will regularly review the way we operate to support this principle.

Fire Policy

Blakesley Fun Club recognises the importance of keeping all persons in its building safe from fire and the potential risk of fire.

We also recognise the value of the Fire Safety Officer and will take advice from them at all stages.

All children are supervised by 'DBS' checked adults at all times, and all the fire safety equipment is checked on a regular basis.

Fire Drills will be held regularly, where staff and children will practice entering and leaving the building safely, as well as taking the register and checking the building is cleared.

Fire and other safety issues will be a regular part of our group discussion so as to make fire drills run smoothly.

A log will be kept of all drills, maintenance and checks are undertaken by Blakesley School

Fire Procedures

In the event of a fire, the following procedures will be followed.

On finding a fire:

Evacuate the premises immediately.

The Fire alarm will be activated.

Call 999 (or appoint someone to) and ask for Fire Brigade, make sure you know the location and tell them that children are on site.

Once the alarm is raised:

An alarm will sound to evacuate the building.

Staff will escort the children out of the building in a calm, orderly manner and congregate in the school playground furthest away from the buildings.

The senior member of staff on duty that day will assume responsibility for the club's mobile phone and call the fire brigade.

An appointed member of staff will be responsible for checking that the toilets have been evacuated.

The Manager/Deputy Manager will take out the register and signing in/out sheet to check that all the children and adults are out of the building safely.

All requirements in line with fire regulations will be fully implemented, discussed regularly and reviewed. All staff must be familiar with fire safety procedures, a copy of which is included in the staff handbook. These procedures will also be fully explained to the children and regular fire drills will be carried out, recorded and monitored.

A record must be kept of every fire drill.

Parents will be informed of their child's safety as soon as possible, in the event of an evacuation.

In an emergency evacuation where the school is not a safe place to stay, the children will be escorted to Hobmoor Community Centre, where the parents will then be contacted to collect them.

Health/Hygiene and Safety Policy and Procedure

The aim of Blakesley Fun Club is to provide and maintain safe and healthy play and working conditions, equipment and systems for all our club members and employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, to ensure this, the policy and the way in which it is operated will be reviewed every year.

SAFETY:

The safety of young children is of paramount importance. With this in mind, the Club will ensure that:

- Activities are planned with an appropriate level of supervision.
- Any activities involving dangerous or potentially dangerous equipment are under constant supervision.
- Accident sheets are available at each session for the reporting and recording of any accident/incident.

- Regular safety monitoring will include checking of the accident and incident record.
- Only children with special circumstances, and having completed the necessary medical paperwork, will have medicines administered.
- All adults are aware of the systems in operation for children's arrival and departures and an adult will answer the door during these periods.
- Children will leave the group only with authorised adults listed on their contact records.
- Club staff members, both outdoors and indoors, make safety checks on premises, before every day/session.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Electrical equipment has an annual check.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children in our own storage area.
- Children do not have unsupervised access to kitchen, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children. Hot drinks must be in non spill containers and stored away from the children.
- Fire drills are held regularly, at a minimum of one per term (see Fire Policy) and all staff and children will be familiar with fire drill procedures.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A registration form for each child is kept in a locked cupboard. These must be kept up to date.
- The Club has a no smoking policy including e-cigarettes. Any staff that smoke must not smoke within 20 minutes of starting their shift.
- A correctly stocked first aid box is available at all times and is stored safely.
- Fire extinguishers are checked regularly by the school.
- Whenever children are on the premises at least two adults are present.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff/children both indoors and outdoors.
- The premises are checked before locking up at the end of the day/session.
- The registered person will need to conduct a risk assessment of the premises. This should be reviewed if there are any changes.

Health and Hygiene:

- All snacks provided will be nutritious and promote healthy eating.
- Snack planning and buying will be carefully monitored to take into account of medical conditions or religious dietary requirements our children have.
- Hands are washed after using the toilet and before handling food. Including cooking activities.
- When cooking with children as an activity, the adults will talk to the children to promoting and extending the children's understanding of a healthy diet.
- If a child is unwell, parents are asked to keep their child at home and to inform the Club as to the nature of the infection. We can then inform other parents if necessary (see Sick Children Policy)
- Blood, vomit or excrement will be cleared up immediately and disposed of hygienically. Disposable gloves and aprons must always be used. Floors and other affected surfaces disinfected straight away.
- Surfaces will be cleaned daily, at the end of each day with an antibacterial cleaner.

Inclusion/Accessibility Policy

Blakesley Fun Club aim to offer an inclusive provision to all children, as we believe all children should be treated equally, their individual needs accommodated and diversity of backgrounds respected. Therefore children and parents/carers with special needs will have access to the Club provision, parents and staff will meet together before any placement takes place to make sure the club can offer ever child what they require. Every effort will be made by staff to accommodate a child's needs. A child may not be accepted into the club if after talking with parents, the staff deem that the child's needs can not be met to keep all children safe.

We seek to promote positive attitudes to disability in all staff and children. Parents will be involved in all decisions about what is best for their child, and their children given choices wherever possible.

Lost Child Policy and Procedure

In the unlikely event of a child being lost from Blakesley Fun Club the following procedure should be followed.

1. A member of staff noticing a child missing from the group should immediately alert all members of the staff team. Then search carefully all the areas used by that group since the child was last seen to eliminate any misunderstanding, querying other children as they search.
2. Staff member should immediately alert the club Manager/Deputy Manager who will (when necessary) alert parent/ carer by telephone.
3. Organize an internal search of the rest of the school building, using all available staff to assist while maintaining the safety of the other children, questioning all adults available, followed by, if necessary, an external search.
4. If the child is not found, the child's parents should be alerted.
5. Information can be sought from other children in the group according to age.
6. A member of staff may be detailed to search outside the building if there is any information to suggest the child's possible whereabouts or direction of travel.
7. Parents and senior staff will liaise re; calling Police.
8. If the child is not found after **15 minutes** the police will be called.

Measures in place to ensure a child does not go missing from the Club

- Parents are regularly reminded and expected to inform Club staff if they are collecting a child from school themselves or have enrolled them in a different 'club activity' on any given session.
- Club has a strict Collection and Signing in/out Policy and Procedure.
- Club staff meet all adults entering the building.
- Any unknown person **MUST** have an agreed password to access the Club.
- Club staff challenge all unknown persons on the premises.
- Children are closely supervised at all times.
- Sufficient staff are on duty to maintain good ratios/good child monitoring.
- Children using the toilets, depending on age will be asked to go in pairs.

Medicines policy

As an 'Out of School Club' we wish to be inclusive and will take reasonable steps to try to enable children to attend this club when they are taking regular medication or need support for an allergy or condition (A First Aid trained member of staff will be on duty whenever the club is open to children). Children will only be admitted if the Manager/Deputy Manager is satisfied that their condition presents no risk to other children using the club and that they are well enough to benefit from attending.

The Club policy is that, where possible, medicines are NOT administered and if alternative arrangements can be made, this should be done.

Where this is not possible, and we wish to allow medicines to be administered, the following forms must be completed.

- **Self-Administration** Where a child is able to administer their own medication. Eg. Inhaler, the parents should be asked to submit a request for the child to carry the medication and provide details of the medication, side effects etc. and the procedures to be followed in an emergency. This medication must be bought into the club by the child and given to a staff member or kept in the child's pocket depending on age, keep it safe and available during each session.
- **Staff administration of medicine** There must be a written request from the parent/guardian of the child for medication to be administered. This will be signed after each dose by a member of staff and signed by a parent at the end of each session. This medication must be handed in to a member of the clubs staff.
- **Healthcare plan** A Healthcare plan must be drawn up for each individual giving brief personal details, contact information regarding relatives and the actions to be taken a) normally and b) in the event of an emergency. This should be reviewed at least annually.

To this plan will be attached a record of medicine administered which must be kept up to date

It is the parent's responsibility to update these forms each term, or if the child's medical needs change.

Parents/Carers are required to give written consent to emergency treatment on their 'Contract of Care' form before their child/ren join the Club, thus ensuring that vital emergency first aid can be administered and the emergency services can be called in the event of a serious medical crisis.

Non-collection of children Procedure

- In the event that your child is not collected by 5.30pm, as agreed in the Blakesley Fun Club contract, the Club will use the emergency contact numbers supplied by you to arrange for a suitable alternative adult to collect your child.
- If this is not possible, the Club will then contact the Social Services Department or the Police with a view to placing your child in temporary care until you or your representative is able to collect them.

These steps will **not** be taken unless your child is not collected by the end of the Club session and if the Club has **not** received notification that you will be late.

PLEASE NOTE: Blakesley Fun Club closes its doors at 5.30pm.

- For every **5** minutes you are late collecting your child/ren from the Club you will be charged **£5** per child, per 5 minutes.
- After three late collections, the Club will terminate your contract, regardless of prior notification or reasons.
- This will be payable before your child next attends a session.

No Smoking Policy

Children's health is very important to Blakesley Fun Club and all our staff members, therefore within this club there is a No Smoking Policy.

The objective of the 'No Smoking Policy' is to establish a healthy, smoke-free environment for all children, staff and visitors and its success depends upon the co-operation of everyone.

Parents are requested to comply with this policy and extinguish all cigarettes before entering the School grounds.

Procedures

No smoking signs will be placed in prominent positions around the building, especially near the entrance and areas in which adults may congregate.

All Staff will be informed of the No Smoking Policy on their first day.

The policy will be included in the parents' handbook.

The policy will be available to view in the policy folder.

Play Policy

Blakesley Fun Club understands that play is not only enjoyable but also vital to children. A child's play has a purpose and can be a step towards the developing and understanding of valuable skills.

It enables the child to fit into the world socially; physically; intellectually; creatively and emotionally and grow to be a healthy and competent individual.

The Club will endeavour to provide its members with a stimulating environment, where play and learning go hand in hand. A varied selection of activities will be provided throughout the session, both indoor and outdoor (weather permitting), and the children will also have free access to all toys and equipment to create their own 'play' experience thus empowering in decision-making and active learning. The children will be involved in the planning for the activities.

Consideration will be taken to ensure that provision is made for children that have different abilities; cultures and backgrounds as well as those with special needs. (*See Inclusion Policy*)

The security and happiness of our members is of paramount importance to us. In order to ensure this, the Club will:

- Provide new children/parents/carers with a Club handbook outlining 'club life' and will encourage new members to view the Club and meet the staff and children prior to joining us.
- Supervise all children at all times.
- Aim to have two staff on duty at all times and where possible the Adult/Child ratio will be 1:8 for all ages (thus exceeding the recommended OFSTED ratio)
- In accordance with the EYFS curriculum we will provide a named 'Key Worker' for each Reception aged club member.
- Undertake daily monitoring of equipment/toys. All dangerous/ broken items will be repaired or discarded.
- Offer space and layout in our facility that enables children and adults to move/ play freely and safely.
- Offer equipment/toys/activities that are developmentally appropriate, but recognise that each child has a different capability/ knowledge and potential. As Play Workers we will encourage each club member to gently 'push his or her own limits' and experiment in a supportive, nurturing environment.
- Ensure that activities such as energetic play; woodwork; cooking; den making and fire building etc receive close and constant supervision.
- Any videos/ DVD's/ Computer games brought into/ shown in Club will be appropriate for the 'users' age.
- Provide a 'quiet' area for members who would prefer some peace and quiet or space to play 'quiet' games.

Safeguarding Policy and Procedure

Our prime concern is the welfare and wellbeing of all children in our care.

At Blakesley Fun Club we will ensure that:

- Our Club members are **never** placed at risk while in the charge of the staff.
- All Club staff members are well known to the children, have provided references and have received 'enhanced' DBS clearance.
- Confidentiality is maintained at all times.
- Staff revise and are aware of the Child Protection issues and procedures and receive training in this area.

- Staff are familiar with the Safeguarding procedures.

Working with children gives us a responsibility to safeguard them, so we at the Club believe we have a duty to the children, parents/carers to act quickly and responsibly in any instance that may come to our attention.

The Club staff have a duty to report any suspicions around abuse to the named DSL who will refer any suspicions to the Local Authority.

The Children's Act 1989 (section 47; 1) places a duty on the Local Authority to investigate such matters. Any concern/referral made by the club will be confirmed in writing within 48hrs.

Physical Abuse:

Action will be taken under the heading if any member of staff has reason to believe that there has been a physical injury to a child or a reasonable suspicion that an injury was inflicted or knowingly not prevented.

1. Any sign of a mark/injury to a child when they come into Club will be recorded.
2. The incident will be discussed with the parent/carer and then signed.
3. Such discussion will be recorded and the parent/carer will have access to such records.
4. If there appears to be any queries regarding the injury the DSL will be notified.

Sexual Abuse:

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

1. The observed instances will be reported to the DSL and discussed.
2. Detailed records of instances will be maintained.
3. The DSL will contact the Local Authority with any concerns.

Emotional Abuse:

Action will be taken under this heading if any member of staff has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection

1. The concerns will be discussed with the parents/carers.

2. Such discussion will be recorded and the parent/carer will have access to such records.
3. If there appears to be any queries regarding the circumstances, the matter will be referred to the Child Protection Officer.

Neglect:

Action will be taken under this heading if any member of staff 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 non-organic failure to thrive.

1. The concern will be discussed with the parent/carer.
2. Such discussion will be recorded and the parent/carer will have access to such records.
3. If there appears to be any queries regarding the circumstances the Child Protection Officer will be notified.

When dealing with any kind of disclosure, Club staff will:

- Remain calm, accessible and receptive, listening carefully without interrupting and **never** questioning.
- Reassure them and acknowledge their courage for sharing.
- Make accurate notes 'ASAP' of what was said, dates and times, any significant marks or behaviour changes and who was present, using the child's actual words wherever possible
- Report the conversation immediately to the DSL

Sick Children Policy

Blakesley Fun Club recognises that both staff and children are vulnerable to infections and therefore we ask Parents/Carers to refrain from bringing their children to the club when they feel unwell.

Sick Children Procedures

REGULATIONS COVERING SERIOUS INJURIES

A competent, qualified First Aider will deal with all serious injuries.

The First Aider will stay with the injured child until the task is complete.

If the child requires hospital treatment, we will follow the following guidelines:

- Child will stay with the First Aider.
- The Manager or senior member of staff will call for an ambulance and contact the parent/carer, informing them of which hospital to go to and arrange to meet them.
- First Aider will go with the ambulance.
- Copy of child's registration form will be given to the ambulance team.
- Senior worker to attend hospital in a support role.
- Full written accident report will be supplied to the parents and the Club Manager as soon as possible and a copy kept on file.

CHILDREN TAKEN ILL

All staff are required to deal with children taken ill in the following manner:

At the first sign of a child becoming ill, it must be reported to the senior member of staff on duty.

The child will then be allocated to a member of the Staff for monitoring and support.

The senior member of staff will decide, with the child, if the parent needs to be contacted.

The parent will be advised to collect the child as soon as possible.

If the parent cannot be contacted then one of the emergency numbers on the child's file will be used.

All staff on duty will be informed what is wrong and the action taken. This will ensure that all are aware of any problems or areas of concern.

Infectious diseases affecting the children will be dealt with in accordance to Environmental Health Department policies

Special Needs Policy

The overall aim of Blakesley Fun Club is to provide a safe, secure, caring and supportive environment in which all children are valued individually and given equal opportunity to develop their full potential.

Children with disabilities or learning difficulties will be respected and treated as individuals.

They will not be discriminated against and any negative attitudes or remarks made to or of children with S.E.N will be challenged and discussed.

A child has special needs if he/she:

- Has a significantly greater difficulty in learning than the majority of children at the same age.
- Has a disability that either prevents or hinders the child from making full use of the usual club facilities.
- Is gifted and requires greater stimulation to satisfy their needs.
- Has differing ability levels to those of the other children.

The Club staff aim to work together with parents and other relevant parties to organise the environment and plan activities to ensure all children can take part at a level appropriate to their needs. Our building is accessible to wheelchair users.