



## Policy Manual

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## Administering Medication Policy

If a child attending The Ark Breakfast and After School Club requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the Ark will not administer any medication without such prior written consent.

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

The Ark Breakfast and After School Club can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

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

Before any medication is given, the designated person will:

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

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

- Record all relevant details on the **Record of Medication Given** form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.


When the medication is returned to the child's parent or carer, the designated person will record this on the **Medication Log**.

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

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

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

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

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]*

## Admission Policy


The Ark will accept children from Reception to Year 6.

For all new Ark users, an Online Registration Form must be completed.

Children can be booked into the club for 1 to 5 sessions a week and attendance can be either 'regular' or 'occasional'. Active Ark Committee members of more than six months will have priority. Thereafter, The Ark will operate a policy of admitting children in the following order of preference:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (as per LEA guidelines)
2. Committee member of more than 6 months.
3. Regular user (e.g. attends The Ark already).
4. Siblings of above.
5. Existing users changing days.
6. New users.
6. Chronological order of application (date registration form received at re-registration time/position on waiting list throughout the rest of the year).

The Breakfast and After School Club are treated separately. So, if a child attends the Breakfast Club and they require an after school place this does not give 'regular user' priority (and vice versa). The link for re-registration will be sent out yearly in June/July by Parentmail firstly to existing Ark attendees and siblings, then those on the waiting and then new users. There will be a date for forms to be returned by and then spaces will be allocated according to the above.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Anti-Bullying Policy**

The Ark Breakfast and After School Club will provide a supportive, caring and safe environment without fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

All Staff, children and parents or carers will be made aware of the club's attitude towards bullying.

Any child who is a victim of a bully will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff and the Play Leader. Incidents of bullying will be dealt with using the Ark's **Behaviour Policy**. Although we have a thorough behaviour policy in place to deal with difficult incidents of behaviour, we believe that it is important to acknowledge that bullying is a serious matter, and therefore establish guidance for incidents of bullying.

The Ark defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

### **Preventing bullying behaviour**

Staff at The Ark will promote positive behaviours using the guidance in the Behaviour Policy and will build an anti-bullying ethos and environment in the following ways:

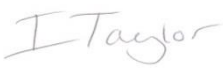
- Encouraging caring and nurturing behaviour
- Playing and working for a caring and co-operative ethos
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Staff will discuss the issues surrounding bullying including why bullying behaviour will not be tolerated
- Staff will discuss the consequences of bullying behaviour

### **Responding to bullying behaviour**

The Ark acknowledges that despite all efforts to prevent it, it is possible that bullying may occur on occasion. Should such incidents occur, The Ark will respond in accordance with the **Behaviour Policy**, and adhere to the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.

- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.
- All incidents of bullying will be reported to the Committee and will be recorded on an Incident Log. The Play Leader and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.
- Informing family/carers and plans for dealing with repeat episodes of bullying will be dealt with in accordance with the **Behaviour Policy**.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Babysitting Policy**

The Ark Breakfast and After School Club staff may babysit for parents outside of the workplace, however this must not affect their job role in the setting and all responsibility for any events that happen outside of the setting will not reflect the standard of childcare at The Ark.

If any staff chose to babysit then this is a contract between the parents and themselves. All extra care should not involve the **The Ark Breakfast and After School Club**.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: <i>ITaylor</i>

## **Behaviour Management**

**The Ark Breakfast and After School Club** strives to provide good quality child care in a warm, friendly, happy and supportive setting. We are committed to providing a safe environment where the physical, mental and emotional health of the children is assured. At the Ark, we pledge to establish a supportive atmosphere that promotes positive behaviour and relationships; a place where children, staff and volunteers treat each other with care and respect. We strive to provide an inclusive setting that supports all children as they take increasing responsibility for themselves and their actions. We encourage the children to consider the welfare and wellbeing of others.

### **Promoting positive Behaviour at The Ark**

At the Ark we want to encourage positive behaviour from the children through inclusion and responsibility. With this in mind, we promote positive behaviour by including the children in rule making, daily routines and by encouraging leadership. By engaging in these processes we hope to develop in the children a sense of belonging, ownership and responsibility for the Ark.

The children are made aware of what is expected of them during a session and what they can expect from the staff. When these expectations are clear to children, they can make informed choices about how they choose to behave.

The Play Leader and Deputy Play Leader will always be a point of reference to Play Workers and Volunteers who may be not yet have had training on dealing with challenging behaviour. They provide support and guidance on how to cope with particular issues, and use words and phrases to encourage a positive outcome (i.e. “I statements” - “I really enjoy seeing you share that football”; “I feel sad when you say things to upset others” etc.). they also use strategies to avoid situations that can cause conflict and difficult behaviour (e.g. ensure that enough resources are out for the children to share, and alternatives provided for those who find sharing difficult.)

At the Ark we understand that challenging behaviour can have an impact on staff, and that this can in turn impact on how the behaviour is dealt with. We encourage our staff to remain professional in these situations by asking for help from senior staff. The Play Leader will keep information on useful outside agencies that can be helpful when dealing with behaviour issues.

The Ark recognises that children can develop challenging behaviour when they are tired, hungry or frustrated. Staff endeavour to be aware of children’s individual needs to alleviate certain triggers. It also recognizes that good planning and age appropriate activities reflecting the interests of the children can prevent challenging behaviour from occurring.

### **Expectations of children:**

At the Ark we expect the following of the children in our care:

- to respect each other, staff and visitors
- to play in a safe and sensible way
- to show courtesy to each other, staff and visitors
- to take responsibility for their behaviour and for their property
- to be as independent as possible and to join in with the daily routines



- to look after the Ark toys and resources, and to return them when they have finished playing, in the condition in which they were found.
- to tidy up their own mess and to help others tidy when they are done.

### **Expectations of Staff:**

The Ark children, committee and families can expect the following from the Play Workers:

- to never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- to respect the children, visitors and each other
- to manage the children's behaviour in an effective and appropriate manner for their stage of development and particular individual needs
- to provide a caring and safe environment for the children.
- to be a role model for courtesy and manners. They are expected to help children in their daily routines, while fostering the children's independence
- to adhere to the Policies specific to them and their role at the Ark.

### **Unacceptable Behaviour**

At no time will the Ark tolerate the following behaviour from the children, staff or visitors:

- Bullying or threatening in any manner, verbal or physical
- Aggressive, confrontational or sexually inappropriate behaviour
- Behaviour that is intended to result in conflict or harm of others

### **Procedures for Dealing with Unacceptable Behaviour**

The Play Leader/ Breakfast Supervisor are responsible for the management of challenging behaviour at the Ark. They will instigate the procedure outlined in this document when they deem it appropriate.

The Ark will treat each child with challenging behaviour through individual strategies developed in conjunction with their family. Families of children with challenging behaviours, as well as the Ark Committee will be informed of this before the behaviour reaches a critical stage. We have access to a confidential area within the school to discuss any concerns. The following procedures have been developed to be able to keep children with challenging behaviour at the Ark. Should this prove impossible over a period of time, or if the safety of the child in question, other children or staff can no longer be guaranteed, then, as an ultimate sanction, the child must be excluded from the club.

In the case of violence or behaviour that poses an immediate danger, a temporary sanction is reserved in which a child is required to be collected directly. A meeting with the family of the children involved, the Play Leader/ Breakfast Supervisor, any staff involved and Admin Manager or a member of the Management Committee will be held as required to discuss the aforementioned behaviour. Where required to do so, The Ark will notify Ofsted, the local authorities and any other outside agencies of such incidents.

Procedures at a number of different stages apply.

### **INCIDENT STAGE:**

- Unacceptable behaviour will be challenged by staff as it occurs, or as soon as possible, in a non-violent, non-confrontational and fair manner.
- Serious incidents and persistently recurring unacceptable behaviour will be recorded onto an Incident Form and filed. It will be signed by the parents or guardians of the children involved as well as the Play Leader/ Breakfast Supervisor. This is for the benefit of the workers' awareness and to assist them in dealing with continuously challenging behaviours in a fair and consistent way.
- Parents and guardians can expect to be informed on the day of the incident and also of how the incident was dealt with by the Play Leader/ Breakfast Supervisor.


#### CONCERN STAGE:

- In the case of continual unacceptable behaviour, the Play Leader/ Breakfast Supervisor will approach the family of the child to develop a co-operative plan or to develop strategies to help the child with their behaviour. The school SENCO may also be approached if strategies are already in place for the child at school to ensure continuity. This plan will be documented and filed in the child's individual file and kept in a locked cabinet. The Ark committee will be informed.
- The execution of this plan will be monitored and reviewed by the Play Leader/ Breakfast Supervisor. Sufficient time is required to ensure the child is given every opportunity to develop. If the Play Leader/ Breakfast Supervisor considers a change to be both productive and necessary, they shall implement this. Communication between parents, Ark staff and the SENCO is invaluable at this stage, and all communications will be held in confidence in line with our Confidentiality and Information Sharing Policy.
- If no positive development in the child's behaviour has occurred and the behaviour continues to impede the effective running of the Club, a temporary sanction requiring immediate collection of the child may be used.

#### REFERRAL AND SANCTION STAGE.

- Persistent unacceptable behaviour that has not been resolved or changed by the above procedures, and which affects the safety of other children will be referred to the Management Committee.
- The Management Committee is expected to consider the exclusion of the referred child. The parents of the child will be invited to participate in the meeting.

It is hoped that most incidents can be worked through and resolved with all parties quickly and fairly.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **British Values Policy**

At **The Ark Breakfast and after School Club** we actively promote inclusion, equality of opportunity, the valuing of diversity and British values.

Under the Equality Act 2010, which underpins standards of behaviour and incorporates both British and universal values, we have a legal obligation not to directly or indirectly discriminate against, harass or victimise those with protected characteristics. We make reasonable adjustments to procedures, criteria and practices to ensure that those with protected characteristics are not at a substantial disadvantage.

Social and emotional development is shaped by early experiences and relationships and incorporates elements of equality and British and universal values. The Ark helps support children's earliest skills so that they can become social citizens in an age-appropriate way, that is, so that they are able to listen and attend to instructions; know the difference between right and wrong; recognise similarities and differences between themselves and others; make and maintain friendships; develop empathy and consideration of other people; take turns in play and conversation; avoid risk and take notice of rules and boundaries; learn not to hurt/upset other people with words and actions; understand the consequences of hurtful/discriminatory behaviour.

### **Procedures**

#### *British Values*

*The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 EYFS and are further clarified below, based on the Fundamental British Values in the Early Years guidance (Foundation Years 2015):*

- **Democracy**, or making decisions together (through the prime area of Personal, Social and Emotional Development)
  - As part of the focus on self-confidence and self-awareness, playworkers encourage children to see their role in the bigger picture, encouraging them to know that their views count, to value each other's views and values, and talk about their feelings, for example, recognising when they do or do not need help.
  - Playworkers support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children are given opportunities to develop enquiring minds in an atmosphere where questions are valued.
  
- **Rule of law**, or understanding that rules matter (through the prime area of Personal, Social and Emotional Development)
  - Playworkers ensure that children understand their own and others' behaviour and its consequence.
  - Playworkers collaborate with children to create rules and the codes of behaviour, for example, the rules about tidying up, and ensure that all children understand rules apply to everyone.
  - Our 'Behaviour Management Policy' aims to teach children to behave in socially acceptable ways and to understand the rights and needs of others. We use positive strategies to handle any conflict and praise and acknowledge desirable behaviours. We document all incidents of behaviour that is deemed in breach of this policy and the fundamental British values principles. Incidents are monitored and preventative action taken where necessary.

- **Individual liberty**, or freedom for all (through the prime areas of Personal, Social and Emotional Development, and Understanding the World)
  - Children should develop a positive sense of themselves. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
  - Playworkers encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions.
  
- **Mutual respect and tolerance**, or treating others as you want to be treated (through the prime areas of Personal, Social and Emotional Development, and Understanding the World)
  - Playworkers create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
  - Children should acquire tolerance, appreciation and respect for their own and other cultures; know about similarities and differences between themselves and others, and among families, faiths, communities, cultures and traditions.
  - Playworkers encourage and explain the importance of tolerant behaviours, such as sharing and respecting other's opinions.
  - Playworkers promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural or racial stereotyping.
  
- **In our setting it is not acceptable to:**
  - actively promote intolerance of other faiths, cultures and races
  - fail to challenge gender stereotypes and routinely segregate girls and boys
  - isolate children from their wider community
  - fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

### Prevent Strategy

Under the Counter-Terrorism and Security Act 2015 we also have a duty *“to have due regard to the need to prevent people from being drawn into terrorism”*

### Further information:


Fundamental British Values in the Early Years (Foundation Years 2015)  
 Prevent Duty Guidance: for England and Wales (HMG 2015)  
 The Prevent Duty: Departmental Advice for Schools and Childcare Providers (DfE 2015)

### Contact:

Prevent Duty: 020 7340 7264 email: counter.extremism@education.gsi.gov.uk

### Related policies:

See also **Safeguarding Policy, Equalities Policy, Behaviour Policy**

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed: 1st September 2019	Signed: 

## **Complaints Policy**

At **The Ark Breakfast and After School Club** we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy is displayed on the premises at all times. Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.

The manager is usually responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. All complaints will be recorded on an **Incident log** and a **Complaints log** will be completed

Any safeguarding allegations received about staff members will be immediately referred to the Local Area Designated Officer. Contact details can be found in the **Safeguarding Policy**.

Any complaints made will be dealt with in the following manner:

### Stage one

Complaints about aspects of Club activity:

- The Play Leader/Breakfast Supervisor will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- If appropriate the parent will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the Play Leader/Breakfast Supervisor or Administration Manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

### Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the manager. The Play Leader/Breakfast Supervisor will refer to the Administration Manager who will:


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

If there are safeguarding allegations against a staff member, the Administration Manager will refer the situation to the Club's Child Protection Officer, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the Administration Manager will contact the police.

### Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about **The Ark Breakfast and After School Club** at any time. Ofsted will consider and investigate all complaints. Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231 (general enquiries)  
0300 123 4666 (complaints)

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Complaints [3.74-3.75]* .

## **Confidentiality Policy**

At **The Ark Breakfast and After School Club** we respect the privacy of the children attending the club and their parents or carers, whilst delivering high quality play care. Our aim is to ensure that all those using and working at The Ark can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children
- Staff only discuss individual children for purposes of planning and activity management
- Staff are made aware of the importance of confidentiality during their induction process
- Information given by parents will not be passed on to other adults without permission
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and not be shared within the club, except with the designated Lead Practitioner: Safeguarding and the Play Leader/ Breakfast Supervisor.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- Confidential records are stored securely in a lockable file
- Students on work placements are advised of our confidentiality policy and are required to respect it.
- Staff sign a Code of Conduct annually agreeing to our Confidentiality Policy.

### **Communicating in Confidence**

We understand that sometimes issues can arise that have a direct effect on the children in our care. We want to provide an environment where families and carers can communicate these issues freely and with confidence to our staff. All communications with staff are held in strict confidence unless they are legally compelled to share information.

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

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we record this in the child's file, clearly stating our reasons.

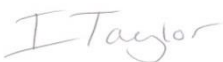
We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care. More information about sharing information and working with outside agencies can be found in our Safeguarding Policy.

### **Data Protection Act**

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

### **Documentation**

The Ark is required by law to retain certain records and documents, some of which will contain confidential information.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Data Protection Policy**

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

Our lead person for data protection is Imogen Taylor. The lead person ensures that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

### **Confidentiality**

Within the Club we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Club staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and the manager.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely on a password protected computer / passcode-locked phone/ locked cupboard.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

### **Information that we keep**

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.

*Children and parents:* We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. 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 is deleted and paper records are disposed of securely.

*Staff:* We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

### **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, except in cases relating to safeguarding children, criminal



activity, or if required by legally authorised bodies (eg Police, HMRC, etc). 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, for example in order to manage our payroll and accounts. Any such 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.
- Staff and volunteers can ask to see any information that we keep about them.
- 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).

### **GDPR**

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy was adopted by: <a href="#">Imogen Taylor</a>	Date: 1/9/2018
To be reviewed: 1/9/2019	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68 -3.71]*.

## **Emergency Evacuation/Closure Procedure**

**Ark Breakfast and After School Club** will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

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

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

### **On hearing the alarm:**

- STOP what you are doing. The designated staff member will take the register and mobile phone and direct the children to the nearest and safest exit to the schools playground. Leave everything else. When the children are safely outside, the designated staff member will check that the children's toilets are empty.
- Before leaving the building a nominated person will close all accessible doors and windows, if it is safe to do so.
- The children should be directed to walk calmly and quietly in single file via the safest route to the assembly point which is at the Bedery Gate.
- The children should line up and respond YES to their name as the register is called by a staff member (preferably the Play Leader or Deputy Play Leader.)
- If the emergency services have not yet been alerted by the school staff on site, the most senior staff member will now do so.
- In the event that the assembly point becomes unsafe, the most senior staff member will lead the children, single file, via the safest route to River Park, Gordon Road. Other staff members should place themselves at the end and middle of the line to ensure the children stay together. The register will be called again at the new assembly point.
- All adults and children are to remain at the assembly point until they are told it is safe to return to the building by the emergency services.

### **Staff roles during an evacuation:**


If there are staff members inside and outside, the staff member inside will be the designated person. This person must ensure that they have the register and mobile phone. When the children have been handed over, with the mobile phone and register, to the staff member outside, the designated person will check the children's toilets before rejoining the group at the Bedery Gate. The outside person will be responsible for ensuring that all the children are lined up, in a calm and orderly way at the Bedery Gate. When everyone is quiet, the outside person should begin the register.

If a third staff member is present it will be their job to ensure that the youngest children know what they need to be doing and to reassure the children of their safety. Volunteers and Committee members will help keep the children calm and reassured.

- If any person is missing from the register, the emergency services will be informed immediately.
- The Play Leader/Breakfast Leader will contact parents to collect their children. If the register is not available, the Play Leader will use the emergency contacts list in the mobile phone or on the laptop. Alternatively, a list kept off site by with the Administration Manager.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

If the Club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD  
Telephone: 0300 123 1231

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed 1/9/2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*

## **Equalities Policy**

At **The Ark Breakfast and After School Club** we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

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

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

### **Challenging inappropriate attitudes and practices**

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

### **Racial harassment**

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

### **Promoting equal opportunities**

- The Ark's Equal Opportunities Named Coordinator (ENCO) is Georgie Bassnett. The ENCO, as well as the Ark Committee is responsible for ensuring that:
- Staff receive relevant and appropriate training
- The **Equalities policy** is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes **occur**.

### **Children with additional needs**

The Ark recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the The Ark, and will make

reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.


### **Special Educational Needs Coordinator**

The Ark's Special Educational Needs Coordinator (SENCO) is the Georgie Bassnett

The SENCO will:

- Manage the provision for children with special educational needs or physical disabilities.
- Be fully trained and experienced in the care and assessment of such children.

All members of staff will assist the SENCO in caring for children with additional needs or physical disabilities.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Equal opportunities [3.67], Information for parents and carers [3.73], and Staff qualifications, training and support [3.20].*

## **Early Years Foundation Stage Policy**

The Ark Breakfast and After School Club is committed meeting the requirements of the *Statutory Framework for the Early Years Foundation Stage 2017* (EYFS). EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.


The designated EYFS coordinators at the Club are Anne Hewitt and Georgie Bassnett who are responsible for:

- Identifying EYFS children when they join the Club, and informing the other staff
- Determining the primary EYFS provider (typically, the school) for each child
- Assigning a key person for each EYFS child
- Implementing a communication book, so that the parents, Club and the primary EYFS provider can easily exchange information
- Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary
- Liaising with the primary EYFS provider to discuss what support the Club offers to EYFS children

The Club provides a mix of adult-led and child-initiated activities. The Club always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity.

We recognise the four overarching principles of EYFS:

- **A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.
- **Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
- **Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.
- **Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Before/after school care and holiday provision [3.40]* and *Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*

*'3.40. Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements in Section 1. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including school staff/teachers) the support they intend to offer.'*

## **Health and Safety Policy**

The Ark Breakfast and After School Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

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

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

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

### **Responsibilities of the registered person**

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person will ensure that:

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

### **Responsibilities of the Play Leader and Breakfast Supervisor**

The Club's Play Leader and Breakfast supervisor are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Children are closely supervised during cooking activities.
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out at the beginning of each session.



## Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (except for clubs held on the school premises where the school has advised us that the child will be attending and permission has been given to the school. During Club sessions all external gates of the school are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

## Food and personal hygiene

Staff at **The Ark Breakfast and After School Club** maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

## Dealing with body fluids


Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

## Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

## Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64]*.

## **Food and Drink Policy**

The **The Ark Breakfast and After School Club** will provide healthy, nutritious and tasty food and drinks. Food and drinks will be safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child. The snack provided is not intended to be a substitute for a main evening meal.

The Ark will promote healthy eating and will lead by example. Appropriate members of staff have undertaken food handling and hygiene training, including training in safe food preparing cooking and storage.

At the Ark we will ensure that:

- All children are provided with a suitable snack
- Children are encouraged to develop good eating skills and table manners
- Children are given plenty of time to eat
- Where appropriate, children will be involved in planning and preparing food and snacks
- Fresh drinking water will be available at all times
- Fresh fruit will be available at all sessions
- Withholding food will not be used as a form of punishment
- Staff will discuss with children the importance of a balanced diet where appropriate
- The Ark will not regularly provide sweets for children
- We will avoid excessive amounts of fatty or sugary foods
- Children will not be forced to eat or drink something against their will.
- Chemicals used to clean food surfaces are suitable and fit for purpose.

### **Allergies**

**The Ark Breakfast and After Club** operate an inclusion policy, this meaning that all children, no matter what their need will be cared for within the setting. This may mean that we gain advice from outside agencies but every effort will be made to accommodate a child's allergy.

Before the child actually starts the Ark the Parent/Carer completes a registration form which asks if the child has an allergy. If the child has a severe allergy then any reaction the child has is classed as 'severe' they will be asked to provide written details. The Parent/Carer will then need to consult their doctor and provide us with a medical plan detailing the correct procedure should the child become inadvertently exposed. When the child starts the Ark staff will be made aware of the child's allergy and the course of action to take if exposed to the allergen. We have a list of children with allergies, which is kept up to date. We also list the allergens present in our food that Parents can request to see at any time. This is indicated on our Noticeboard.


### **Food and Drink routines**

Breakfast is served from 7.30am until 8.15am. After School snack is served from 3.30pm. The children can have breakfast and snack in a 'buffet style' where they help themselves. They select the food themselves and sit at a table in the hall. Staff and children wash their hands before snack.

Snack options vary, but always consist of a sandwich, pitta, muffin, crumpet or crackers with a topping of their choice and some fruit, yoghurt and milk and water. For breakfast we have various low sugar cereals, bagels and the children help themselves and prepare their own snack by spreading their own bread and cutting up their fruit. One member of staff is nearby or sitting at the table to offer.

The children often take part in cooking activities; and often eat the results as part of their snack. We also often tie in our cooking with our topic eg; Egyptian theme /baking with figs and honey.

Plates, cups, jugs, cutlery and boards are put through the school dish washer as a minimum on a weekly basis.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Illness and Accidents**

At **The Ark Breakfast and After School Club** we endeavour to deal promptly and effectively with any illnesses or injuries that may occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers when completing the registration form for The Ark, give permission for emergency medical treatment for their child in the event of a serious accident or illness.

Any accidents or illnesses, together with any treatment given, will be recorded on an Incident or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

The Ark cannot accept children who are ill. If any children are ill when they first arrive at the club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to The Ark until they have fully recovered, or until after the minimum exclusion period has expired. Advice about exclusion can be found at the end of this policy.

### **First aid**

Most of The Ark staff are first Aid trained. Trained First Aiders have obtained a first aid certificate and have attended a 12 hour paediatric first aid course which complies with the requirements of Annex A of the EYFS. First Aiders will renew their certificates after 3 years. The Ark ensures that there are 2 qualified first aiders present at every session of The Ark.

A list of qualified first aiders are clearly displayed on The Ark notice board. It is the responsibility Juliana Teichert, a Deputy Play Leader to regularly check the contents of the first aid box to ensure that they are up to date and comply with the Health & Safety (First Aid) Regulations 1981.

During Ark sessions the First Aid kits are stored in our rucksacks (we have 5 and will have one in each area, eg hall, second room, quad and two in playground). Supplies for the first aid box are stored in the shed in the car park. The Play Leader will ensure that a first aid kit is taken on all outings.

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

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

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the sessions. If necessary, the child's parent will be asked to collect the child as soon as possible.

### **Procedure for a major injury or serious illness**

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In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Registration Form with them and Medical Professional will make any decisions regarding treatment.
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to The Ark's policies or procedures.

### Communicable diseases and conditions

If a case of head lice is found at The Ark, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on The Ark's premises we will inform parents and carers as soon as possible.

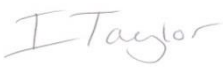
If there is an outbreak of a notifiable disease at The Ark we will inform the local health protection unit, RIDDOR (if appropriate), and Ofsted.

### Useful contacts

Health Protection Unit: 0845 055 2022

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed: 1st September 2019	Signed: 

Annex A of the Statutory Framework for the Early Years Foundation Stage (2017):

## Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified will by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet Fever*	5 days from start of the treatment
Slapped Cheek, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

\* Denotes a notifiable disease.

If in any doubt contact local health services for further information.

## **Intimate Care**

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

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

The **The Ark Breakfast and After School Club** staff that provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.

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

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

### **Best practice**

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

A child's Key Worker will be the primary staff member to provide care for that child. Where over familiarity becomes an issue, the Key Worker will work with another member of staff, who is also known to the child.

### **Protecting children**

Staff are familiar with the DFES booklet *What To Do If You Think A Child Is Being Abused*, and will follow the guidance it contains.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the Play Leader or designated Lead practitioner: Safeguarding immediately. The **Safeguarding** policy will then be implemented.

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

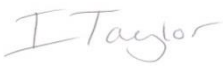
If a child makes an allegation against a member of staff, the procedure set out in the **Safeguarding Children** policy will be followed.

### **Dealing with blood and body fluids**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by placing the waste in yellow bags and putting in the yellow bins in the school's medical room/ disabled toilet near Reception classroom. The yellow bags are kept in the Ark cupboard along with a spillage kit which contains yellow bags, gloves, aprons, powder and a scoop to clean up vomit, blood and other bodily fluids.

When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home - staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

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

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 



## **Involving and Consulting Children**

We value the needs and opinions of the children at the Ark. We always endeavour to involve them in the evaluation and scheduling of our activity plans. The Ark hopes that by consulting and involving the children, we will help them to develop their self worth and a sense of belonging.

The Ark obtains children's feedback through questionnaires asking the children about the sessions. The results will be held in the planning file. Key Workers will play a role in finding out about the needs and interests of quieter children, and will encourage them to contribute in their own way.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: <i>ITaylor</i>

## **Lock down Procedure**

Possible situations in which you might apply a lockdown procedure include:

- Hostile intruder
- Civil unrest (eg rioting, hostile demonstration)
- Chemical leak
- Gas leak
- Flood
- Sewage leak
- Radiation risk
- Attempted abduction (whether by an estranged parent or stranger)
- Major incident in immediate vicinity (eg car / plane crash etc)
- Out of control animals (eg dogs, bees, etc)

### **Procedure for The Ark After School Club**

***The Ark room is the School Hall. This is the safe area in school***

***River Park Leisure Centre is the safe area off school premises***

### **Children in Quad and Ark room (school hall).**

1. Sound the alarm: shout 'RED RED RED' three times Get all children and staff indoors without delay. Deputy Play Leader to secure all external doors and windows. Draw blinds.
2. Alert the school reception staff and emergency services. (Reception: 01962 852463). Keep the children away from windows and doors and out of line of sight from outside, for example on the floor or under tables (depending on the nature of the threat).
3. Contact Ark Committee and Ark parents.
4. Do not leave safe area until told to do so by Emergency Services.

### **Children in Ark room, Quad, playground and another school classroom.**

1. Sound the alarm: shout 'RED RED RED' three times. Get all children and staff indoors without delay. Return to Ark room. Determine whether it is safe to walk through playground or through school. Choose safest route. Deputy Play Leader to secure all external doors and windows.
2. If unsafe to walk through the school/ car park. Communicate with staff in Ark room via walkie talkie. Take register of children present and walk off school premises by choosing the safest route either by Gordon Road, via the staff carpark gate or through the Bedery Gate and playpark. Lead children safely to River Park Leisure Centre. Take register of children. Communicate with Ark once arrived.
3. Alert the school reception staff and emergency services. (Reception: 01962 852463).
4. Keep the children away from windows and doors and out of line of sight from outside, for example on the floor or under tables (depending on the nature of the threat).
5. Contact Ark Committee and Ark parents.
6. Do not leave safe areas until told to do so by Emergency Services.

**If unsafe to be in Ark classroom or school.**

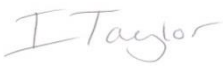
1. Sound the alarm: shout 'RED RED RED' three times Get all children off school premises without delay. Choose safest route. Play Leader to ensure, First Aid Kit, register and mobile phone are with you.
2. Take register of children.
3. Walk off school premises by choosing the safest route either by Gordon Road or via the staff carpark gate. Lead children safely to River Park Leisure Centre. Take register of children.
4. Alert the school reception staff and emergency services. (01962 852463).
5. Contact Ark Committee and Ark parents.
6. Do not leave safe area until told to do so by Emergency Services.

**Important telephone numbers:**

School Bursar Doreen White:XXXXXXX

School Reception: 01962 852463

Imogen Taylor: XXXXXXX

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## Mobile Phone Policy

The Ark Breakfast and After School Club fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents.

Abiding by the terms of the club's mobile phone policy ensures that we all:

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

### **Staff use of mobile phones**

Personal mobile phones belonging to members of staff are kept in the Ark cupboard during working hours.

If a member of staff needs to make an urgent personal call they can use the club phone or make a personal call from their mobile in the school staff room.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Play Leader or Breakfast Supervisor.

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

### **Children's use of mobile phones**

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club.


The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club phone.

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

Parents and all other visitors must not use their mobile phone on Ark premises. They must also not use their phone - or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Related policies See also: **Safeguarding Children policy**.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4].

The Ark Breakfast and After School Club

## Missing Child Procedure

At **The Ark Breakfast and After School Club** we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the classrooms to the playground).

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

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The Play Leader/Breakfast supervisor will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

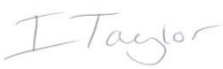
If the police or Social Care were involved in the incident, we will also inform Ofsted.

### Useful numbers

Police: 0845 045 4545

Children's Services: 0845 603 5620

Ofsted: 0300 123 1231

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.


## **The Ark Mission Statement**

The Ark After School Care Club strives to provide high quality child care at a reasonable cost. We hope to do this within a relaxed but stimulating environment that promotes belonging, friendship and creativity. We understand that the children in our care are unique individuals who can expect to be respected and nurtured.

### **Our Aims and Objectives**

Our club will always aim to comply with the Children's Act 1989, the Children's Act 2006, Statutory Framework for the Early Years Foundation Stage (2017), and all other relevant legislation. As well as these, the Ark aims to:

- Offer an inclusive service, accessible to all the children from St. Bede Primary School.
- Ensure that each child feels happy, safe and secure, allowing them to play, learn and develop freely in a play-centred environment.
- Ensure that play and safety is our priority.
- Encourage the children to take responsibility for themselves, their things and their actions
- Promote leadership and team work to develop a sense of belonging and to promote a positive self esteem.
- Encourage the children to develop positive attitudes and respect for themselves, each other and the staff, in an environment free from bullying and discrimination.
- Provide activities that reflect the children's interests and diversity, and that celebrate the diversity of their community.
- Work with families and outside agencies to enhance our provision.
- Provide a setting that is committed to safeguarding children.
- Communicate effectively with families and the school, and to keep everyone updated about changes to the club's administration, listening and responding to their views, thoughts and concerns.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 


## Parent/Ark Partnership

At **The Ark Breakfast and After School Club** we value the families of our children and believe that good communication with families is essential to maintain a high quality provision. We hope to encourage their involvement in the Ark's volunteer management Committee and their feedback about our sessions with their children.

The Ark volunteer management committee will ensure that the Admin Manager, the Play Leader and Breakfast Supervisor keep parents and carers well informed of how the Ark operates so that they can be confident that we are providing a safe, secure and stimulating environment for the children. This means that The Ark will:

- Provide parents with the necessary information about the Ark's organisation, in the form of an easy to read handbook
- Offer parents the opportunity to settle their children into the club for a short period on their first day(s).
- Provide a separate pack of the more detailed policy documents if requested
- Issue a newsletter on a termly basis which will advise on activities and update parents/guardians on any issues.
- Use the notice board to provide key information including Ofsted certificate and Insurance, etc: as well as session information.
- Ensure all documentation is managed properly and securely. Personal details will only be used for staff administration
- Advise parents of the complaints procedure
- Set up a website for newsletters and general documents.

We ask parents to read the policies and provide us with all the information we need to be able to provide an enjoyable and secure environment for the children.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

The Ark Breakfast and After School Club

## **Physical Handling Policy**

All staff at The Ark aim to help children take responsibility for their own behaviour. This can be done through a combination of approaches which include:

- positive role modelling
- planning a range of interesting and challenging activities
- setting and enforcing appropriate boundaries and expectations
- providing positive feedback.

However, there are very occasional times when a child's behaviour presents particular challenges that may require physical handling. This guidance sets out expectations for the use of physical handling.

### **Definitions**

There are three main types of physical handling:

*Positive handling.* The positive use of touch is a normal part of human interaction. Touch might be appropriate in a range of situations:

- giving guidance to children (such as how to hold a paintbrush, or when climbing)
- providing emotional support (such as placing an arm around a distressed child)
- physical care (such as first aid or toileting).

Staff must exercise appropriate care when using touch (there is further guidance in the *Safeguarding Children Policy*). There are some children for whom touch would be inappropriate such as those with a history of physical or sexual abuse, or those from certain cultural groups. The setting's policy is not intended to imply that staff should no longer touch children.

*Physical intervention.* Physical intervention can include mechanical and environmental means such as high chairs, stair gates or locked doors. These may be appropriate ways of ensuring a child's safety.

*Restrictive physical intervention.* This is when a member of staff uses physical force intentionally to restrict a child's movement against his or her will. In most cases this will be through the use of the adult's body rather than mechanical or environmental methods. This guidance refers mainly to the use of restrictive bodily physical intervention and is based on national guidance.

### **Principles for the use of restrictive physical intervention**

Restrictive physical handling should be used in the context of positive behaviour management approaches.

In our setting, we would only use restrictive physical intervention in extreme circumstances. It is not our preferred way of managing children's behaviour. In our setting we recognise that physical intervention should only be used in the context of a well established and well implemented positive framework. In our setting, we promote positive behaviour as is described in our behaviour management policy.

Our setting aims to do all it can in order to avoid using restrictive physical intervention. However there are clearly rare situations of such extreme danger that create an immediate need for the use of restrictive physical intervention. Restrictive



physical intervention in these circumstances can be used with other strategies such as saying "stop".

In our setting, restrictive physical intervention will only be used when staff believe its use is in the child's best interests: their needs are paramount.

In our setting, all staff have a duty of care towards the children. When children are in danger of hurting themselves, others or of causing significant damage to property, staff have a responsibility- to intervene. In most cases, this involves an attempt to divert the child to another activity or a simple instruction to "stop!" However, if it is judged as necessary, staff may use restrictive physical intervention.

In our setting, when physical intervention is used, it is used within the principle of reasonable minimal force. This means using an amount of force in proportion to the circumstances. Staff will use as little restrictive force as necessary in order to maintain safety. Staff will use this for as short a period as possible.

Physical intervention can be used when:-

- someone is injuring themselves or others
- someone is damaging property
- there is suspicion that, although injury, damage or other crime has not yet happened, it is about to happen.

Duty of care means that staff might also use restrictive physical intervention if a child is trying to leave the setting and it is judged that the child would be at risk. However, other positive measures, such as securing the setting and ensuring adequate staffing levels are also used. This duty of care is also extended to trips.

In our setting, staff would firstly issue an instruction to stop, seek help, or make the area safe, consistent with their duty of care, before using restrictive physical intervention.

Our aim in using restrictive physical intervention is to restore safety, both for the child and those around him or her. Restrictive physical intervention is never used out of anger, as a punishment or as an alternative to measures which are less intrusive and which staff judge would be effective.

Who can use restrictive physical intervention?

In our setting it is recommended that a member of staff who knows the child well is involved in a restrictive physical intervention. This person is most likely to be able to use other methods to support the child and keep them safe without using physical intervention. In an emergency, anyone can use restrictive physical intervention as long as it is consistent with our setting's policy.

Where individual children's behaviour means that they are likely to require restrictive physical intervention, staff will identify members who are most appropriate to be involved. We will ensure that staff have received appropriate training and support in behaviour management as well as physical intervention. Staff and children's physical and emotional health is considered when such plans are made.

What type of restrictive physical intervention can and cannot be used?

Any use of physical intervention in our setting will be consistent with the principle of reasonable minimal force. Where it is judged that restrictive physical intervention is necessary, staff will:

- aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind (to reduce the risk of allegations of sexual misconduct)
- aim for no gap between the adult's and child's body, where they are side by side. This minimises the risk of impact and damage.
- aim to keep the adult's back as straight as possible.
- beware in particular of head positioning, to avoid head butts from the child.
- hold children by "long" bones, i.e. avoid grasping at joints where pain and damage are most likely
- ensure that there is no restriction to the child's ability to breathe. In particular, this means avoiding holding a child around the chest cavity or stomach.
- avoid lifting children.

In our setting, staff do not use seclusion (which is where children are forced to spend time alone in a locked room). Restrictive physical intervention is not used to bring children to, or hold them in, time-out.

### Planning

In an emergency, staff do their best within their duty of care and using reasonable minimal force. After an emergency the situation is reviewed and plans for an appropriate future response are made. This will be based on a risk assessment which considers:

- what the risks are
- who is at risk and how
- what can be done to manage the risk

A risk assessment is used to help write the individual behaviour plan that is developed to support a child. If this behaviour plan includes restrictive physical intervention it will be just one part of a whole approach to supporting a child's behaviour. The behaviour plan should outline:

- an understanding of what the child is trying to achieve or communicate through their behaviour
- how the environment can be adapted to better meet the child's needs
- how the child can be taught and encouraged to use new, more appropriate behaviours
- how the child can be rewarded when he or she makes progress
- how staff respond when the child's behaviour is challenging (responsive strategies).

In our setting, staff pay particular attention to responsive strategies and use a range of approaches such as humour, distraction, relocation, and offering choices which are direct alternatives to using restrictive physical intervention. Responsive strategies are chosen in the light of a risk assessment, which considers:

- the risks presented by the child's behaviour
- the potential targets of such risks
- preventive and responsive strategies to manage these risks

Our setting will draw from as many different viewpoints as possible when it is known that an individual child's behaviour is likely to require some form of restrictive physical

intervention. In particular, the child's parents/carers will be involved with staff from the setting who work with the child and any visiting support staff (such as Area SENCOs, Educational Psychologists, Portage Plus workers, the Behaviour Support Team, Speech and Language Therapists and Social Workers). The outcome from these planning meetings will be recorded and signature will be sought from the parent/carer to confirm their knowledge of the planned approach. These plans will be reviewed at least once every four to six months, or more frequently if there are major changes to the child's circumstances.

## **Recording and reporting**

In our setting, it is important that any use of restrictive physical intervention is recorded in the Incident Book. The records will show: who was involved (child and staff, including observers); the reasons physical intervention was considered appropriate; how the child was held, when it happened (date and time) and for how long; any injuries or subsequent distress, and what was done in relation to this. This should be done as soon as possible and within 24 hours of the incident. According to the nature of the incident, the incident should be noted in other records, such as the accident book.

After using restrictive physical intervention, our setting will inform the parents by phone (or by letter or note home with the child if this is not possible). Parents should be given a copy of the record form. The head of the setting and the local authority (where required) should also be informed.

## **Supporting and reviewing**

In our setting, we are aware that it is distressing to be involved in a restrictive physical intervention, whether as the person doing the holding, the child being held, or someone observing or hearing about what has happened. After a restrictive physical intervention, support is given to the child so that they can understand why they were held. A record is kept about how the child felt about this where this is possible. Where appropriate, staff may have the same sort of conversations with other children who observed what happened. In all cases, staff will wait until the child has calmed down enough to be able to talk productively and understand this conversation. If necessary, an independent member of staff will check for injury and provide appropriate first aid.

Support is given to the adults who were involved, either actively or as observers. The adults will be given the chance to talk through what has happened with the most appropriate person from the staff team.

A key aim of after-incident support is to repair any potential strain to the relationship between the child and the adult that restrained him or her. After a restrictive physical intervention, staff consider reviewing the individual behaviour plan so that the risk of needing to use restrictive physical intervention again is reduced.

## **Monitoring**

The policy is reviewed at least every two years and more often if needed. Monitoring the use of restrictive physical intervention will help identify trends and therefore help develop the setting's ability to meet the needs of children without using restrictive physical intervention.

## **Complaints**

Where anyone (child, carer, staff member or visitor) has a concern, this should be dealt with through the setting's usual complaints procedure.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: <i>ITaylor</i>

The Ark Breakfast and After School Club

# **Play, Learning and Care**

## **Play and Learning**

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves. It is also a key component of a healthy lifestyle, enabling good physical, emotional, mental and social development. At its most successful it offers children and young people as much choice, control and freedom as possible.

At The Ark we recognise the importance of play to a child's development and learning. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

## **Play work Principles:**

These Principles establish the professional and ethical framework for play work and as such must be regarded as a whole. They describe what is unique about play and play work, and provide the play work perspective for working with children and young people. The Play work Principles were endorsed by Skills Active in 2004 and are being incorporated into the Play work National Occupational Standards to replace the Assumptions and Values.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For play workers, the play process takes precedence and play workers act as advocates for play when engaging with adult-led agendas.
5. The role of the play worker is to support all children and young people in the creation of a space in which they can play.
6. The play worker's response to children and young people playing is based on a sound up-to-date knowledge of the play process, and reflective practice.
7. Play workers recognise their own impact on the play space and also the impact of children and young people's play on the play worker.
8. Play workers choose an intervention style that enables children and young people to extend their play. All play worker intervention must balance risk with the developmental benefit and well being of children.

Staff at the Ark endeavour to use these principles during sessions. The Ark also recognises that by adhering to these principles we would also be meeting the play-based principles set out in the EYFS.

## **Facilitating play**

We will support and facilitate play by:

- Providing an environment which is suitable for playing in
- Providing a range of equipment and resources
- Allowing children to request additional or alternative equipment as they choose

- Not expecting children to be occupied at all times
- Having the Daily Routine available to the children so they know when they will have time to play.
- Involving children in the planning of activities, to reflect their interests and ideas
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills
- Allowing children freedom of exploration, creative expression, particularly in artistic or creative play
- Planning activities to enable children to develop their natural curiosity and imagination
- Explaining the reasons for refusing to provide an activity or resources
- Providing equipment and resources which promote positive images of culture, ethnicity, religion, gender and disability
- Keeping an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required

### Planning and Evaluation

At The Ark it is the responsibility of the Play Leader and the Deputy Play Leader to plan and evaluate activity plans. Plans are prepared termly and will reflect the interests, diversity, needs and development of all the children attending.

We will keep records of plans and evaluations, and encourage contribution and feedback from the children and their families. The Ark's Equality of Opportunities and Diversity Policy, the EYFS themes, and the Play Works Principles will be referred to when developing new activity plans.

Toys and resources are available for children of all ages. For more information see *Toys, Equipment and Resources Section*

### Playing Outdoors and Active Play


At the Ark we understand the importance of outdoor and active play for the children in our care. Outdoor play will be available each day, except in severe weather conditions. We ask that families ensure that children are properly attired for outside, i.e., gloves in the snow, hat in the sunshine etc; the outdoor area will be checked and risk assessed before the children go outside.

At The Ark we acknowledge that active play is essential for the healthy development of our children. We will encourage the children to participate in active experiences indoors and out. All active and outdoor play will be appropriately supervised.

### Care and Respect

Staff and children will strive to create a caring and mutually respectful environment. The Ark staff will provide care that promotes responsibility, independence and confidence in the children. Children will be made aware of their Key Worker and Secondary Key Worker in order to form positive and caring relationships.

The Ark also has an Intimate Care Policy to outline best practice and procedure. More information about promoting a positive atmosphere at the Ark can be found in our **Behaviour Management** policy.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Premises Policy**

The Ark is located within St Bede C of E Primary School, Gordon Road, Winchester. For the 2018 school year it uses the school Hall as its main room. In addition it has access to further classrooms (Keats, Reception, Swithun, Wykeham, Alfred, Millias, Austen, Nightingale) on a rotation basis, the playground and the Quad. The premises were Ofsted inspected on February 13<sup>th</sup> 2004 and approved.

We are committed to providing a safe, secure and suitable environment for the children attending the Ark. A risk assessment of the premises has been made by the school site manager and we will track issues concerning the operation of The Ark.

### **Premises Security**

St Bede Primary School has secure entrances. In the mornings the Entrances (on Gordon Road and adjacent to the Reception) to the school are unlocked by the school Caretaker at 8.30am. The Ark breakfast team use the internal outside play area with no direct access to outside. The external gate along the back of the hall remains locked at all times. Parents and children enter the school by ringing a doorbell in Reception and an Ark member lets them in. Exits from the School will be locked by the Caretaker after schoolchildren have left the premises at the end of the school day. Ark staff will check and lock if necessary the exit gates to Gordon Road, by the school office and the gate to the teachers' car park. Gates to the playground will be kept locked whilst the club is in operation outside, except for a short period while parents collect children from school-run clubs based outside. Ark staff will keep children away from the open gate and be vigilant. Ark children wear high vis jackets when playing outside when other school run clubs are present and kept in a separate area eg, adventure playground or Bedery. Access to the school is via the school reception where a doorbell is rung. Ark staff then verify the identity of who is at the door before allowing them in. Security of premises will be reviewed whenever the Ark changes classroom.

Children can move through the premises with different levels of supervision depending on the age of the child. Under 8's are always in sight of an adult and children aged 8 years and over are given a little less supervision and are allowed to walk to the playground and toilets unsupervised. In these situations, children are given a time frame in which to work. The movements of the children are always communicated between the staff through the use of walkie talkies.

### **Maintenance**

The responsibility for the structural integrity of the premises and the up keep of the school's equipment (chairs, tables etc) rests with the governing body of St. Bede Primary School. However, it is the responsibility of The Ark staff to report any issues that could present an avoidable or unnecessary risk to any persons using the Ark.

Equipment and resources that belong to the premises, and are in need of repair, will be seen to by the site manager. If a member of the Ark, be it staff member, child, parent or committee member, finds something in need of repair, they will contact the site manager.

### **Storage Space**

The Ark has access to locked cupboard, an area of shelving and a fridge in a lockable deep storage cupboard in the school hall. This contains a selection of toys, craft materials, books, games, Ark files etc. We also have a trolley with food items stored in the school kitchen. Outdoor equipment is kept in a lockable shed in the school's playground. The children will have access to this during outdoor play time. Larger items, resources not in

use and extra supplies will be stored in the lockable shed purchased for this purpose. It is situated in the teacher's car park and is not accessible by the children. Cleaning materials are kept in a small chemical cupboard within the main cupboard. Knives are also stored within the main cupboard away from the children's access.

In the office there is an Ark box that contains Handbooks and staff time sheets. Parents can send communications to this box via the office staff.

Food itself will be kept in the Ark's own fridge under safe conditions. We are registered as a Food Business with Winchester City Council and adhere to Food Hygiene Standards.

### **Rest Area**

A quiet area will be set up within the classroom to enable children to relax, read, work on homework or take part in quiet activities. There are signs that the children can use to communicate to others how they feel and to create a safe space, such as "I'm chilling out. Please leave me alone," and "This is a quiet space. Quiet people welcome." Bean bags, blankets and cuddly toys are available for those who need a little something else to help them to relax.

### **Toilet Facilities**

Children use the toilets located adjacent to the School Hall. Over 8s can access these toilets independently, under 8s will be escorted. Children will be shown which to use as part of their introduction to the club. While playing outside children can use the Band One toilets near the playground. Staff will use the school's staff toilets.

### **Kitchen**


Staff have access to the school kitchen solely to collect the food trolley and to wash up.

### **Temperature Control**

Heating is controlled and maintained at a constant temperature throughout the school day and this will continue until the Club has finished. The School Caretaker will be available for provide support should problems with the services arise.

### **Telephone**

The Ark has a mobile phone specifically to carry out the administration of The Ark. Parents/guardians will be provided with this phone number when their child is booked into the club. The number can also be found on the notice board located in front of the school and on the Ark web page on the school website.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 



## **Safe Internet Use Policy**

The Ark Breakfast and After School Club recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the EYFS safeguarding and welfare requirements and the Prevent Duty.

Children will only be allowed to access the Internet at the Club where parental permission has been arranged.

A copy of the **SMART** guidelines will printed out put on the back of the tablets. The guidelines will be explained to any children wishing to access the Internet:


- **Safe:** Keep safe by not giving out personal information - such as name, email, phone number, address, or school name - to people who you don't trust online.
- **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
- **Accepting:** Do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages.
- **Reliable:** Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
- **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

We have put in place the following safeguards:

- Staff will supervise the use of the Internet.
- The internet is accessed via the school server which has up to date virus checker and firewall installed.
- The computer's browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

If, despite the safeguards the Club has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the Club's computers, the manager will be informed and the incident will be noted on an Incident Record in the child's file. The child's parent will be asked to sign the Incident Record. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at the Club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a Logging a concern form and refer the matter to the Club's designated Safeguarding Lead practitioner in accordance with our Safeguarding Children Policy.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Introduction [3.2]; Child Protection [3.6].

## **Safe Recruitment Policy**

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

### **Advertising the vacancy**

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

- Initial enquiry
- Upon enquiring about a vacancy, we will send potential candidates:
  - a job description
  - a person specification
  - an application form
  - a copy of the Club's Safeguarding Children policy.

The application form includes:

- instructions that the application form must be completed by hand
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

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

### **Interview procedure**

We will notify all candidates selected for interview by email.

- All candidates will be asked to bring to the following items to the interview:
  - proof of identity, eg passport, driving licence or birth certificate
  - proof of address, eg recent utility bill (not mobile phone) or bank statement
  - proof of qualifications, ie the relevant certificates
  - for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

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

suitability of staff and ask if they or anyone they share a household with is unable to work with children.

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

### **Appointing a new member of staff**

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification Certificates and proof of identity and keep these on file.

When a new member of staff starts work at The Ark we will give him or her:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a Code of Conduct which includes confirmation that they have read and understood them; the signed form will be kept on file.

We will conduct a full induction and orientation programme with all new members of staff as set out in our Staff Induction policy.

### **DBS checks**

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information, including members of the management. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them.


New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them. When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our Central DBS Record. We will update the DBS checks for all staff every 3 years.

### **Disqualification**

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.

### **Immigration status**

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

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1/9/2018
To be reviewed: 1st September 2019	Signed: 



## **Safeguarding Children Policy**

The Ark Breakfast and After School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Club's designated Safeguarding Lead Practitioner is Georgie Bassnett. The Lead Practitioner: Safeguarding coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB and Ofsted). In the absence of Georgie Bassnett staff can refer to our Deputy Safeguarding Lead Practitioner Laura Perkins.

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

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

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

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

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

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

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action

- Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Children's Services directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people. Staff will not dismiss abusive behaviour as normal between young people.

The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

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

If peer-on-peer abuse is suspected or disclosed We will follow the same procedures as set out above for responding to child abuse.

### **FGM**

Female genital mutilation (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between 4 and 13, but in some cases it is performed on new-born infants or on young women before marriage or pregnancy.

FGM has been a criminal offence in the U.K. since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and makes it an offence for the first time for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

For more detail, please refer to the non-statutory government Multi-Agency Guidelines on Female Genital Mutilation (issued in February 2011).

### **Indicators**

These indicators are not exhaustive and whilst the factors detailed below may be an indication that a child is facing FGM, it should not be assumed that is the case simply on the basis of someone presenting with one or more of these warning signs. These warning signs may indicate other types of abuse such as forced marriage or sexual abuse that will also require a multi-agency response.

The following are some signs that the child may be at risk of FGM:

- The family belongs to a community in which FGM is practised;
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school;
- The child talks about a 'special procedure/ceremony' that is going to take place;
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family.

Consider whether any other indicators exist that FGM may have or has already taken place, for example:

1. The child has changed in behaviour after a prolonged absence from school; or
  2. The child has health problems, particularly bladder or menstrual problems.
- The Children's social care team will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a Medical Assessment takes place. It should be remembered that this will have lifelong consequences, and can be highly dangerous at the time of the procedure and directly afterwards.

### **Protection and Action to be Taken**

Where concerns about the welfare and safety of a child or young person have come to light in relation to FGM a referral to Children's social care should be made in accordance with the Referrals Procedure.

Children's social care will undertake an assessment and, jointly with the Police, will undertake a Section 47 Enquiry if they have reason to believe that a child is likely to suffer or has suffered FGM. A strategy discussion/meeting should include the relevant Health professionals and, if the child is of school age, the relevant school representative.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

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

### **Signs of radicalisation**

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

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

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the Safeguarding Lead Practitioner.

### **Logging an incident**

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

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's Safeguarding Lead Practitioner who will decide whether they need to contact Children's Services or make a referral. All referrals to



Children's Services will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Children's Services directly.

For minor concerns regarding radicalisation, the CPO will contact the Local Safeguarding Children Board (LSCB). For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

### **Allegations against staff**

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

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

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

- the designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect radicalisation. A copy is also located on our sign in table.
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse and concerns about radicalisation.
- Staff are familiar with the Safeguarding File which is kept in the Ark cupboard during a session.
- All staff receive basic training in Safeguarding and the Prevent Duty.
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.  
A copy of the Hampshire Referral Pathway for Child Sexual Abuse is attached as Appendix 1 to this Policy, which staff should follow in the event of concerns regarding Child Sexual Abuse.

### **Use of mobile phones and cameras**

- Photographs will only be taken of children on the Ark phone and tablets with their parents' permission. A list of children excluded from having photographs taken is inside the Ark locked cupboard.
- Only DBS approved members of staff are able to use the Ark mobile phone and tablet cameras.
- The photographs on the phone and tablets are downloaded to the Ark laptop which is password protected and its stored in a locked cupboard. The phone is also password protected. Photos are kept for one term before being deleted.
- Photographs are uploaded from the laptop and tablets onto Tapestry for the EYFS children, also photographs not showing the children's faces onto Facebook, The Ark Blog and website.

- Whilst not in use the tablet, laptop and phone are locked away in the Ark cupboard. They are not taken off the premises, except for pre arranged outings.
- The tablets must not be taken home by a member of staff.
- Before it is taken on an outing, all images on the camera/tablet are cleared and then it is returned to the Ark immediately upon return.
- Staff, parents, visitors nor children may not use their mobile phones or take photographs while at the Club.

## Contact numbers

Ark Lead Safeguarding Practitioner Georgie Bassnett: 07921 674592  
breakfast@thearkafterschoolclub.co.uk

Children's Services: 01329 225379 csprofessional@hants.gov.uk

Hantsdirect out of hours contact: 0300 555 1378

Hantsdirect-Referral and Assessment: 0300 555 1384

LADO (Local Authority Designated Officer): 01962 876364 child.protection@hants.gov.uk

LSCB (Local Safeguarding Children Board): Martin Smith, martin.3.smith@hants.gov.uk Tel: 01962 876231

Ofsted: 0300 123 1231

Hampshire Police: 101


NSPCC: 0808 800 500

Childline:0800 1111

DBS-Barring and Referrals: 01325 953795

DBS- Disclosure Queries: 0870 909 0811

Prevent Duty: 020 7340 7264 email: counter.extremism@education.gsi.gov.uk

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 6/11/2018
To be reviewed: 1st September 2019	Signed: 

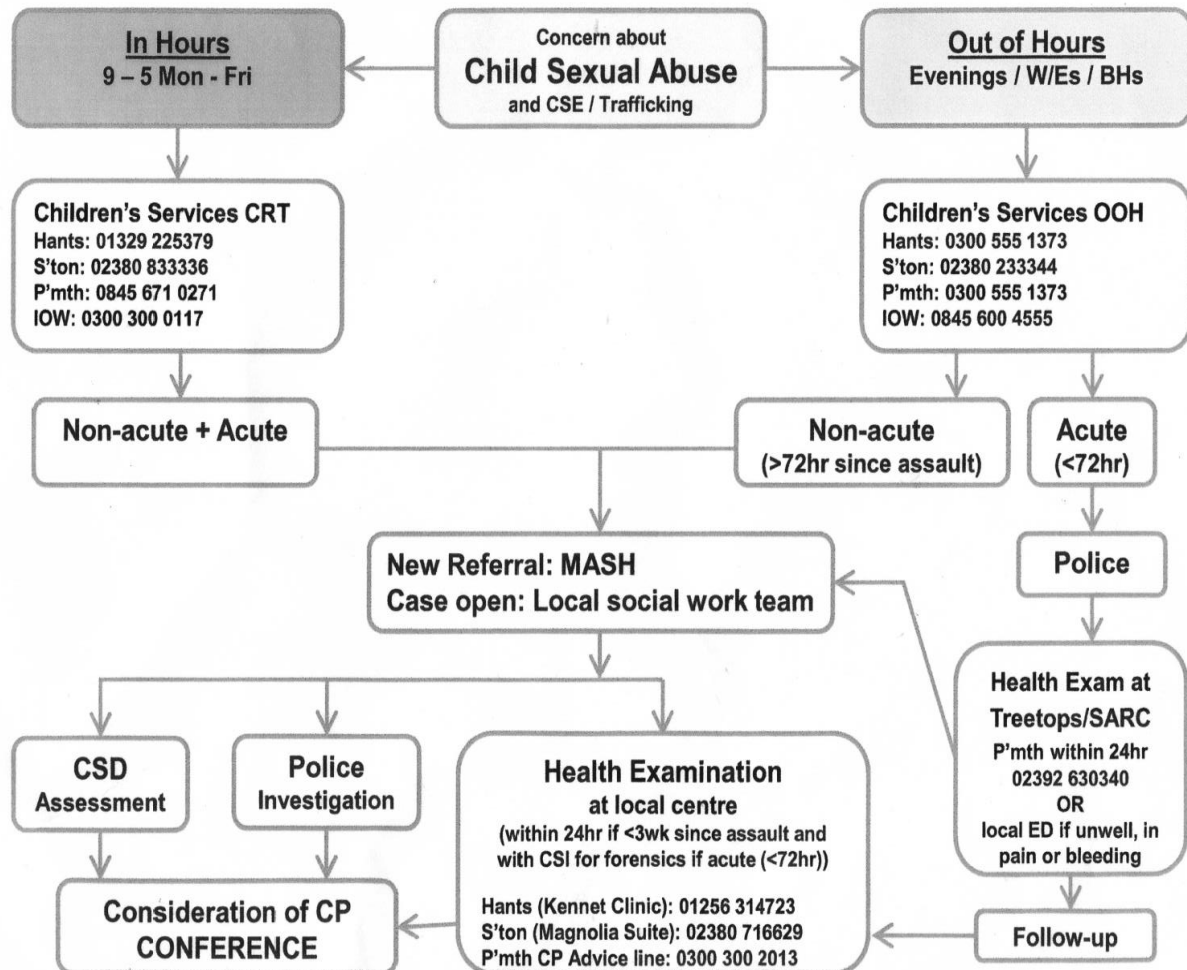
Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements.*

# Appendix 1

## Child sexual abuse Flow chart.

### 4LSCB Referral Pathway for Child Sexual Abuse

(Author: S. Jones, for HSCB, 06.11.2015)



## Settling in Policy

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

### **Induction for new children**

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Ark's activities, rules and routines will be explained.
- The child will be shown around the Ark and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Ark and allocated a 'buddy' who will assist them with finding their way around and involve them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy and involved.
- If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: <i>ITaylor</i>

## **Smoking, Drugs and Alcohol**

### **Smoking**

Smoking is not permitted anywhere on the premises of St. Bede Primary School before, during or after the Ark. This includes the outside areas. This rule applies to everyone including staff, people collecting children or any visitors. If we discover that a child has cigarettes in their possession while at the club, we will confiscate the cigarettes and notify their parents or carers at the end of the session.

### **Alcohol**

Anyone who arrives to the Ark clearly under the influence of alcohol will be asked to leave immediately. If they are a staff member, disciplinary actions will follow.

If we discover that a child has alcohol in their possession while at the Ark, we will confiscate it and notify their parents or carers at the end of the session. Staff are asked not to bring alcohol onto the school premises.

### **Drugs**

Anyone who arrives to the Ark clearly under the influence of illegal drugs will be asked to leave immediately. If they are a staff member, disciplinary action will follow.

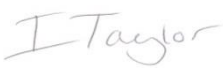
If we discover that a child has illegal drugs in their possession while at the Ark, we will confiscate it and notify their parents or carers at the end of the session.

If staff members are required to take prescription drugs that may affect their ability to function effectively, they must inform the Play Leader immediately. The Play Leader will then complete a risk assessment.

### **Safeguarding Children**

All members of staff have a duty of care to inform the Play leader if they believe that a parent or carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they collect their child. The Play Leader will decide on the appropriate course of action in line with the Ark's **Safeguarding Policy**.

If a parent or carer is clearly over the alcohol limit, and/or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. The child's emergency contact will be called and the police and local child protection agency will be contacted if necessary. A report will be made and logged in the Incident Book.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Social Media Policy**

The Ark Breakfast and After School Club recognises that many staff enjoy networking with friends and family via social media. However we have to balance this against our duty to maintain the confidentiality of children and parents attending our Club, as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for our Club both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- Twitter
- Facebook
- YouTube
- Tumblr
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

### **Social media rules**

When using social media sites, staff must not:

- Post anything that could damage our Club's reputation.
- Post anything that could offend other members of staff, parents or children using our Club.
- Publish any photographs or materials that could identify the children or our Club.
- Accept invitations from parents to connect via social media (eg friend requests on Facebook) unless they already know the parent in a private capacity.
- Discuss with parents any issues relating to their child or our Club. Instead invite the parent to raise the issue when they are next at the Club, or to contact the Play Leader/Breakfast Supervisor if the matter is more urgent.


Any member of staff who posts content or comments that breach confidentiality or which could harm the reputation of our Club or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

### **General cautions for using social media**

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever - Google never forgets!

Related policies See also: Mobile Phone policy, Confidentiality policy, Safeguarding policy.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Staff Disciplinary Procedure**

**The Ark Breakfast and After School Club** aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct. Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask questions and answer allegations, and has the right to be accompanied by a colleague or union representative.

### **Minor offences**

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

#### **Stage 1: Formal verbal warning**

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

- the reason for the warning
- that this is the first stage of the disciplinary procedure
- an explanation of their right to appeal.

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

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

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

- give details of the complaint
- warn that a final written warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of Club rules
- explain their right to appeal.

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

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

If there is still no improvement in the staff member's performance, the manager will give them a final written warning which:

- gives details of the complaint
- warns that dismissal will result if there is no satisfactory improvement
- explains their right to appeal.

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

#### **Stage 4: Dismissal**

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

### **Gross misconduct**

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

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the Play Leader/Breakfast Supervisor/Admin Manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being an unfit person under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children’s Act 1989.

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

### **Referral to Disclosure and Barring Service**


If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm we will make a referral to the Disclosure and Barring Service.

### **Notification to Ofsted**

The Club will notify Ofsted if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability. Note that a member of staff could become disqualified through the actions of a partner or housemate.

### **Appeals**

A member of staff wishing to appeal against a disciplinary decision must do so in writing and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. If possible, a senior employee or a member of the management committee who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Suitable people [3.9-3.13] and Disqualification [3.14-3.16] and Staff qualifications, training, support and skills [3.20-3.22].*



## **Staff Grievance Policy**

At **The Ark Breakfast and After School Club** we aim to have a team of well-motivated, highly skilled and professional staff. However, there may be times when a member of staff has issues or concerns about their working conditions or other aspects of their employment at the Club. When such issues arise we encourage staff to discuss them with the manager as soon as possible so that they can be quickly resolved. Grievances left unaided lead to unmotivated staff and a poor working environment.

All members of staff have the right to raise a grievance about issues that arise from their work within the Club and affect them as an individual, and should follow the procedures set out in this policy.

If the concerns relate to safeguarding issues, the staff member should follow the procedure set out in our Safeguarding policy. If the concerns relate to malpractice or wrongdoing with regards to the running of the Club, the staff member should follow the procedure set out in our **Whistleblowing policy**.

### Stage 1: Informal grievance procedure

In the first instance the member of staff should raise the issue with the manager. If the grievance is a relatively minor one, the manager will try to resolve the matter through informal discussions.

### Stage 2: Formal grievance procedure

#### *Grievance statement*

If the informal discussion does not resolve the grievance to the satisfaction of the member of staff, the next step is to write advising the manager that they intend to invoke the formal grievance procedure.

The written notification should include the following details:

- An statement that the staff member is invoking the formal grievance procedure
- The nature of the grievance, giving the background to the issue, any relevant facts (including dates) and the names of any other parties involved
- Any steps that have been taken on an informal basis to address the concerns
- The staff member's opinion on what their desired outcome would be.

The member of staff can have a representative submit the grievance on their behalf if they wish.

#### *Grievance meeting*

Within five working days of receiving the grievance, the manager will reply in writing, acknowledging receipt and inviting the staff member to attend a formal grievance meeting. The meeting will normally take place within ten working days of receipt of the written grievance.

The member of staff has the right to be accompanied at the meeting by a work colleague or a union representative. The Club will be represented by the Administration Manager and a member of the management committee.

The purpose of the meeting is to hear the full facts of the situation, and to attempt to resolve the grievance in a mutually acceptable manner. If necessary a second meeting may need to be arranged in order to gather more evidence.

#### *Outcome and appeals*

The Administration Manager and the management committee will determine the outcome of the grievance. They may reject the grievance, or may uphold the complaint and identify what steps will be taken to resolve it.

Within ten working days of the grievance meeting, the Administration Manager and the management committee will inform the member of staff in writing of the outcome of the grievance, including the reasons for the decision and, where appropriate, details of any steps taken or further actions required to address their concerns.

The member of staff will also be advised of their right to seek advice from ACAS, other professionals and their trade union if they are not satisfied with the outcome.

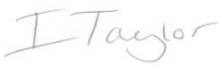
*False or repeated grievances*

If a member of staff raises a grievance that, through investigation, proves to be malicious they may find themselves subject to disciplinary action.

A member of staff cannot raise the same grievance within 12 months of the resolution, outcome or withdrawal of the original grievance.

Related policies

See also our **Safeguarding Policy, Whistleblowing Policy, Staff Disciplinary Policy.**

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):  
Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.21-3.22

## **Staff Supervision Policy and Procedure**

**The Ark Breakfast and After School Club** is committed to ensuring that every member of staff receives effective supervision on a regular basis. The purpose of this policy is to promote a consistent approach to staff supervision throughout the setting, to ensure that individual management supervision of staff is geared to achieving the objectives of the setting, and in so doing to enhance the quality of staff performance to improve the setting provision. Supervision is also the primary mechanism by which the personal impact on staff of their work is addressed.

### **Definitions**

Supervision is defined as any communication between two or more staff, one of whom is a line manager, where the primary purpose is to enhance staff performance and effectiveness in carrying out the requirements of their post and the meeting the objectives of the setting.

- Planned/ formal supervision - pre-arranged sessions with an agreed agenda.
- Informal/ unplanned supervision – a response to a task or event when it is inappropriate to wait for the next planned supervision.
- Annual appraisal – formal annual review of the years work and planning for the next year usually carried out at the end of the Summer term.

### **Responsibilities**

The Ark Management Committee and Administration Manager have responsibility for developing the staff effectively, ensuring that they receive regular quality supervision at least once every twelve weeks, clearly stating and agreeing expected work standards and ensuring training and development opportunities are identified, facilitated and evaluated. The supervision meetings will be carried out by the Play Leader and Breakfast Supervisor. A record will be made of the dates and times of scheduled sessions, and also of each session, particularly noting agreed actions, endorsed by both parties. A copy of this record is given to the staff member and the other is securely kept by the Play Leader/Breakfast Supervisor. Dates and times will be arranged in advance, normally at the prior meeting. The arrangement will be honoured unless changed by mutual agreement and a new arrangement made for the earliest possible time/date. The Play Leader and Breakfast Supervisor will also provide unplanned supervision to staff as may be required, e.g. following an incident. Individually each member of staff must;

- Take responsibility for their own performance and learning, ensuring it is integrated into their everyday practice.
- Reflect and learn from their work experience, training and development opportunities.
- Prepare for and take part in supervision under the arrangements agreed.

- Take any action agreed in supervision, to improve performance and enhance their effectiveness.
- Approached in a positive, constructive, honest, open and forward-looking manner  
Supervision for Ark staff provides an opportunity to:
- Monitor progress of staff with the objectives agreed at the annual appraisal.
- Reflect on the effectiveness of recent training and development activities contributing to workplace competence, and identify any outstanding needs.
- Provide feedback on performance.
- Provide support, direction, advice and guidance on individual cases, staff and management issues.
- Develop skills and understanding.
- Ensure policy and standards are met consistently in practice.
- Discuss any external/personal circumstances that may have a bearing on work

### **Procedure**

All involved should prepare for planned supervision sessions. Preparation may include:

- Drawing together factual information on recent and current work.
- Preliminary reflection on progress, achievements and performance generally in relation to objectives, plans, standards and targets.
- Identifying any areas of uncertainty about policies or procedures or how to put them into practice.
- Identifying any anticipated constraints and threats to effective performance
- Any suggested improvements to practice, procedures or policies.
- Reflection on recent training and development activities with evaluation of their impact on their role/service delivery.

All of these topics should be covered in planned supervision, but the priority given to each one will vary, depending on the nature of the staff member's title.

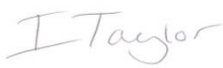
- Review of work done, evaluation of performance and achievements, objectives, priorities and standards.
- Need for any personal support to staff where work can be difficult and stressful.
- Awareness and understanding of relevant policies, procedures and standards.
- Adequacy of relevant policies, standards, systems and procedures.
- Review of sick leave and other absences.
- Review of individual professional development.
- Suggestions for improving performance
- Any other topics either party wishes to discuss
- Agreement of clear, realistic, measurable objectives and activities for work and personal development during the period to the next planned supervision.

Records on planned supervision sessions should be kept by those involved;

- These records should be signed and agreed by the manager and staff member, and should outline the issues discussed, decisions reached and action agreed.
- Supervision records are the property of the employer and should be available for owner examination when requested.
- Appropriate confidentiality of records will be maintained.
- Records should be kept for 6 months after a staff member has left the Ark and then destroyed.

Supervision is to be seen as a process, to be achieved by a range of methods;

- Wherever possible, supervision should be undertaken primarily on a one-to-one basis.
- Arrangements for planned one-to-one supervision should ensure as much privacy as possible, and prevent interruptions from visitors or the telephone.
- The Play Leader/Breakfast Supervisor should be involved in supervising all staff as he/she is responsible for managing performance, training and development and annual appraisals.
- In order for supervision to be consistent the organisation's supervision record and a log to record the regularity of sessions should be used.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

## **Uncollected Children Policy**

The Ark Breakfast and After School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

### **Up to 15 minutes late**

- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

### **Over 15 minutes late**

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

### **Over 30 minutes late**

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the Play Leader/Breakfast Supervisor will contact the local Social Care team for advice.
- The child will remain in the care of one of the Club's staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the Club's premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (eg River Park Leisure Centre or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.
- If it is not possible for the child to remain at the Club's premises and the parent has made contact we will advise the Parents or carer that two staff members will take the child to River Park Leisure Centre and wait. This is a safe public venue that can be reached by foot.


### **Managing persistent lateness**

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

## Useful contacts

Children's Services: 0845 603 5620

Out of hours contact: 0845 600 4555


This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.

## Visitors Policy

The Ark Breakfast and After School Club is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club. Accordingly, when a visitor arrives at the club we will follow the procedure set out below

- All visitors to the Club must sign the **Visitor Log**.
- The identity of the visitor will be checked and this will be recorded on the **Visitor Log**.
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, eg Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the Club Manager.
- The reason for visit will be recorded.
- Visitors will never be left alone or unsupervised with the children.
- If a visitor has no reason to be on the Club's premises staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an **Incident Record** will be completed and the manager will be immediately notified.
- When a visitor leaves the premises, we will record the time of departure on the **Visitor Log**.

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
To be reviewed: 1st September 2019	Signed: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62]*.



## **Whistleblowing Policy**

**The Ark Breakfast and After School Club** is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the Club they can disclose this information internally without fear of reprisal.

Our **Whistleblowing** policy is intended to cover concerns such as:

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

This policy should not be used to question business decisions made by the Club, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the **Staff Grievance policy**.

### **Raising a concern**

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

In the first instance concerns should be taken to the Club's Admin manager. If, due to the nature of the problem, this is not possible, concerns should be raised with the Club's Management Committee.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:

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

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

### **Responding to a concern**

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies. If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

### **Rights and responsibilities of the whistle-blower**

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

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

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

**Contact information**

LADO (Local Authority Designated Officer): LADO (Local Authority Designated Officer): 01962 876364  
child.protection@hants.gov.uk

LSCB (Local Safeguarding Children Board): Martin Smith, martin.3.smith@hants.gov.uk Tel: 01962 876231

Ofsted: 0300 123 1231

PCAW (Public Concern at Work): 020 7404 6609 (website: [www.pcaw.org.uk](http://www.pcaw.org.uk))

This policy was adopted by: <b>The Ark Breakfast and After School Club</b>	Date: 1st September 2018
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