

LITTLE WALKERS

Before and After School Club



LITTLE WALKERS

Breakfast Club
EY538387
Little Chalfont Methodist Church.
Chalfont Avenue.
Little Chalfont.
Amersham
Bucks
HP6 6RD

After School Club
EY
Chalfont Valley School
Bell Lane
Little Chalfont
Amersham
Bucks
HP6 6PF

TEL: 01494 580534
Club mobile : 07549372708 (after school only)
Suzy MOB: 07948798797
email:s.walker26@ntlworld.com

Thank you for requesting information about our Before and After School Club service

We feel that Registered Out of School providers are a good choice of childcare as they are often more flexible than other forms of childcare and represent good value for your money.

We will provide a warm, safe, friendly, environment with a family atmosphere in which children feel valued, can play, learn and develop. Children will receive a lot of individual attention whilst enjoying interaction with others. We appreciate that parents are the most important people in a Childs life and therefore consult with parents on all aspects of their Childs care.

Our Team

My name is Suzy and my husband Michael who also runs or other club at Chalfont St Giles Infant School . I was a registered Childminder for over 11 years and also provide Babysitting , we have four daughters of our own.

Emma who also works at a local infant school in Amersham she has 3 children of her own also just qualified in her Level 3 in play work

Louise is a local Mum who also has 4 children of her own and works in one of our local schools and is also qualified at a level 3 in Play work

Haylie our Daughter has completed her level 3 in play work and hopes to become a teacher.

Karen: previously a Childminder herself for over 15 years with 2 children of her own.

Sharon: A Mum of 3 girls helps with our school runs in the afternoon

Shannon : Our other daughter who has recently joined the team

Jasmine : Another of our Daughters helps out with Breakfast club

Our Qualifications

Introducing Childminding Practice
Basic Computer skills (C.L.A.I.T)

Certificate in Accounting
First Aid Certificate
Food hygiene Certificate
Safeguarding
Behaviour Management
Inclusion
DHC level 3 in homebased Childcare
EYFS Training
CYPOPS Level 3
Early years Foundation Degree
Autism
Resilience Training
First steps
Level 3 Diploma in Play work
Safe recruiting
Health & Social care Foundation Degree

Registration

We comply with all requirements laid down by OFSTED.

Insurance

Our public liability insurance is with Morton Michel we comply with all the requirements laid down by the insurance company. We have appropriate car insurance for business use and always ensure that children are restrained in a safety seat or with seat belts suitable for their age/weight. We are a member of the Green Flag and RAC and carry a mobile phone with us at all times.

Registration of Children

Each child in our care will be registered with us using our online Ipal system there is a one off registration charge of £5. This gives us all the information we need and also means you have total control over your child's requirements and also making sure we can be aware of any special needs and allergies. This will be revised on occasion but not without prior notice to all parents. However, if you feel that you would like to make any changes to your child's registration, then you have access to change or update anything you wish to.

Communication

It is very important for the parent and all of us to communicate.

1. The best time for this would be when you drop off or pick up or we also have a comments book that you can write in if there was anything specific for that day, or if you would like one of us to call you.
2. If there were any serious concerns then we would make a specific time convenient to

both the parents and me so that we could sit down and discuss them.

3. If you have a complaint, you should first direct it to me either verbally or in writing. If you are not happy dealing with me, then you can contact OFSTED direct.
4. For children still within the early years sector we will also provide a communication book so that parent, school and other providers can communicate with each other.

Continuity of Care

We provide care in a happy environment for children from 3 years all the way through to 12 years of age. We can also care for siblings at the same setting.

Professional Approach

As a registered After School Club We have a full list of working policy statements which are available for all parents to view and which are given to all parents who decide to place their child in our care.

These help parents to understand our views and practices concerning childcare and also serve to lay some ground rules.

These policies cover areas including health and safety, Safeguarding, equal opportunities and **Behaviour management.**

I use my own contracts and keep full and confidential written records as required of me by Ofsted.

Routine

A variety of activities will be carried out during the afternoon depending on the age of the children in our care.

1. Colouring, playdoh, reading, baking and painting, singing and dancing are all activities which we do.
2. If parents want children who are coming to us after school to start on their homework, we are happy to do this.
3. We will also take children on outings which will include visits to the local parks, the local library and the shops.
4. Parent's permission for us to do this is required we permission slips.

Registration

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

1. Details of admissions and fees
2. Registration form, medical form, parent contract , booking form , photo permission form
3. Club handbook
4. Behaviour management Policy
5. Complaints policy
6. Club Handbook

Online Booking procedure

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

1. Permanent places

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, 4 weeks notice is required in writing.

2. Temporary booking

We Accept Temporary and ADhoc as long as we have spaces available if a temporary place has been booked and is no longer required, the club must be given at least 48 hour's notice, if notice has not been given the fees will still apply.

Visitors

Any visitors that come and visit while we are working will need to sign in and out my visitors book, children attending the club will not be left on their own with any visitors during that time, and we will make sure that the children are happy and we will continue with our normal routine.

Behaviour Management

1. There is a no smacking policy at our Club, we will not smack, harm or humiliate any child in our care.
2. We will always set a good example and reward good behaviour as well as take action for bad behaviour.
3. We will not allow bad language from anyone at our Club, either parent or child.
4. We will deal with unacceptable behaviour in a positive way.
5. We will give clear and consistent boundaries for children.

When children use unacceptable behaviour we will try to distract them or explain the reasons why this behaviour is not allowed (dependant on the Childs age and stage of understanding).

Meals

My aim is to provide children with a healthy, balanced and tasty diet using a variety of colours, textures and tastes.

1. Water will be available at all times.
2. Parents will be advised if we have any concerns about children's eating habits.
3. Children who are on a special diet can usually be accommodated, but this will be discussed with parents and would be on an individual basis.
4. We are happy to provide meals for the children in our care.
5. We will work with the parents to supply food that the child likes and also to provide a good balanced and healthy diet.
6. Children will be encouraged to develop good eating skills and table manners.
7. Drinking water is always available, milk, and on occasions fruit juice.

If a child does not eat their meals we will discuss with parents what action should be taken. Parents are welcome to provide their own food for their child; this will be discussed at the initial meeting.

Drinking water is always available.

Breakfast

Breakfast will consist of a selection of cereal or toast and a drink.

Evening Meals

The following meals will be available in the evening

Sausage, mash and Vegetables
Salad, oven chips & chicken nuggets/fish fingers
Pizza, garlic bread & salad
Sausage, mash and peas
Jacket potato, cheese & salad
Hot dog & fries
Fishcakes/fingers, oven chips & peas
Lasagna, potatoes & vegetables
Chicken fingers/dippers, waffles & sweet corn
Spaghetti Bolognaise
Korma/Curry & Rice
Macaroni Cheese,
Fish, chips & beans
Tuna Pasta bake
Toasted sandwiches
Pasta with various toppings

Puddings

Rice pudding * jelly * ice cream * fruit
Banana & custard * yoghurts * fromage frais * instant whip * mousse

Mealtime Drinks and snacks

At meal times there will be a choice of drinks
Milk * water * fresh fruit

Food Safety Policy

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

Little Walkers follows the guidelines set out in 'Safer Food, Better Business' (FSA) and is registered as a food business with our local authority. We are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met. All staff involved in food handling have received food handling and hygiene training. When preparing food, **staff follow** the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
 - Using clean, disposable cloths
 - Using the correct colour coded chopping boards (e.g. red for raw meat)
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
 - Removing jewellery, especially rings, watches and bracelets, before preparing food
 - Covering spots or sores on the hands and arms with a waterproof dressing
 - Keeping fingernails short, clean, and free from varnish.

Food storage All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained. Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If it is noted that there are temperature fluctuations that are not explained by simple user error (eg failure to close the fridge properly), a new fridge will be purchased.

- Cleaning
- The fridge is cleaned thoroughly, with warm, soapy water, on a weekly basis.
 - Food is checked for freshness - anything past the use by date will be disposed of.
 - Freezers are defrosted and cleaned once a month.
 - All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.
 - All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
 - Appropriate controls are implemented to reduce the risk of cross contamination. This policy was adopted by: Little Walkers Date:01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Food and drink [3.48]

Learning & Play

We will provide suitable developmental experiences appropriate to the age and stage of development of each child. We will support and stimulate children's social, physical, intellectual, communication and emotional development and build learning into everyday activities rather than 'formal learning'.

Some of the games and activities available

Drawing/colouring, crayons, felt pens, pencil crayons * Cooking & Baking
Painting, finger, printing, sponge, stencils, brushes * Growing seeds *
Gluing, collage, model making * Computer * Play dough, salt dough * Crafts, card making,
calendars, sewing, paper Mache * Interactive games * Books, story-telling, reading *
celebrations
Seasonal activities * Games, puzzles, Lotto, jigsaws * Doll, prams, carry cot, * Dressing up
clothes * Kitchen, pots, pans, toy food * Music, listening to songs, singing, dancing * Puppets
making/playing * Masks *

Physical Activities

Crawling, running, jumping, skipping, rolling, balancing, climbing, throwing, catching, sliding,
hopping, pushing, pulling

Outings

On some occasions we may walk upto the park, woods or shops but we will always inform you
first

Outdoor activities

During the summer and in good weather we have a garden which we will use to play in, it is secure and children will be supervised at all times while outside.

Bats & balls * skipping * water play * picnics *
Growing plants * sand pit * hula hoops * ball games * climbing frame * bikes and scooters* swing
ball* play house* football*padding pool

Music

Music helps to develop young brains and plays a strong role in our day to day activities we have special music activities and also play music during other activities, for example, during arts and crafts or meal times. Some of the music we use may include classical, children's songs (by a variety of artists), foreign language tapes and others.

Everyday Experiences

Everyday activities such as cooking, preparing snacks and providing plenty of opportunities for developing their maths and science skills as well as helping to nurture a sense of well-being and belonging in children by contributing dramatically towards the development of self-esteem.

Child Induction Policy

When children first join Little Walkers 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.
 - EYFS children and their parents will be introduced to their key workers.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
 - The child will be shown around the Club and told where they can and cannot go.
 - The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment. 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: Little Walkers

Date: 01/0/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and Records [3.72-3.73]; Safety and Suitability of Premises, Environment and Equipment [3.55] and Child Protection [3.7].

Healthy Eating Policy

Little Walkers provides healthy, nutritious and balanced food and drinks. Food and drink are 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. Information regarding food allergies is recorded on the Allergy Information Board which is visible to staff whilst food is being prepared. Little Walkers promotes healthy eating and leads by example. Staff responsible for food preparation, handling and storage has received appropriate training.

- We provide suitable healthy snacks for all the children.
- Children are encouraged to develop good eating skills and table manners.
- All children are given plenty of time to eat.
- Where appropriate, children are involved in planning and preparing food and snacks.
- Fresh drinking water is available at all times.
- Fresh fruit is available at all sessions.
- Withholding food is never used as a form of punishment.
- Staff discuss with children the importance of a balanced diet where appropriate.
- The Club does not regularly provide sweets for children.
- We limit access to fatty or sugary foods.
- Children are never forced to eat or drink anything against their will.

This policy was adopted by: Little Walkers

Date:01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Food and drink [3.47-3.48].

Admissions and fees Policy

Little Walkers is registered with Ofsted, our Registration number is EY538387 and our Certificate is displayed on the Board by the Club door.

We provide care for children aged 3 -12 years as a registered early years provider we are legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations and can provide care for up to 35 Children.

We are available to take on any child within our registered numbers and welcome all families and will not discriminate against any child or their family for reasons such as race, religion, sex, gender or ability.

We promote equal opportunities and support children with SEND and actively promote British values at Little Walkers. (please refer to our Equality of Opportunity Policy).

If your child has additional needs please discuss this with us so that I can ensure they receive the best possible support.

Our aim

1. Advertise in areas accessible to all sections of the community
2. Be as flexible as possible to meet the needs of individual children and families , whilst considering the effect this may have on children who are already attending the setting.

Places are offered on a first-come first served basis. When all our places are full a waiting list will be made with the following order

1. First come first served
2. Siblings of children already attending the setting
3. Children in need are prioritised
4. To families wishing to access the free entitlement
5. Children within our catchment area
6. Places prioritised to those wishing to purchase additional hours around their free entitlement and to those requiring both AM and PM care.

Before starting at Little Walkers we would like

7. To ensure requirements of parents/careers will be asked to come and look around the club and meet the staff and discuss any specific needs
8. A contract agreed and signed by Little Walkers and parent/ career
9. Acknowledgement from parent/career that they had read and agree to the policies and procedures.
10. A child record form , which includes emergency contacts and any specific requirements i.e health management or allergies
11. Permission forms and settling in period.

Opening hours

Monday - Friday 7.30am - school drop off and 3pm - 6.45pm term time only

fees

Breakfast Club £5.25 siblings £4.25
After school pick up 1 hours £6.75
2.5 hours £14.75
Whole session until 6.45pm £18.25

Little Walkers recognises that Childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of working tax credits. We are also registered with many childcare voucher providers.

12. In relation to non-payment or late payment is £5 per day
13. We offer a 10% discount for siblings .
14. Fees are charged for booked sessions whether the child attends or not
15. Fees can be paid online via card payment bank transfer, or vouchers

Free entitlement

At Little Walkers we can provide Term time only care from 7.30am -9am then from 3pm-6.45pm

Free entitlement hours are free at point of delivery with no additional payments due . 15 hours of funding is available for all 3-4 year olds the term after their 3rd birthday an additional 15 hours of free funding is available for eligible 3-4 year olds e term after their 3rd Birthday, parents can check if they are eligible for free childcare at

<https://www.childcarechoices.gov.uk/>

Funding fees

For children accessing the free entitlement there are no retainer fees

16. We provide meals and snacks at no additional cost
17. If you require any additional hours not covered by your free entitlement we are happy to do this but will be charged at a normal fee rate please see Fees above.
18. We can accept a deposit of £10 to secure your child's funded place which will be refundable within the first 6 weeks of a child accessing the free entitlement only.
19. For parents/ careers requiring additional hours on top of their funded hours the

depositor £10 will be retained and the amount deducted from the first invoice..

20. Parents/careers will receive a invoice every month showing funded hours used
21. Parents/carers may use up to a maximum of 2 sites in a single day to access your free entitlement.
22. Parents/carers who decide to split the Universal and extended free entitlement between 2 providers must inform the settings if they are claiming the Universal or extended hours.

To claim your free entitlement we will need

23. **Little Walkers** will need to see the eligibility letter and code for the + 15 extended free entitlement (EFE) funding, this is available to eligible 3 and 4 year olds the term following their third birthday. We will need to verify this code with BCC to claim the free entitlement funding.
24. Funded children are entitled to a settling in period as long as the relevant parent/provider agreement is mutually agreed and in place. Hours can be phased in over a maximum period of up to 3 weeks, by the end of the 3 weeks children must be attending as set out in the parent/provider agreement.
25. A signed parent/provider agreement will be in place and that this is the a contract for a minimum of a term and the maximum of a year .A new parent /provider agreement will need to be completed at the beginning of a new term only if there are any changes to hours being accessed.
26. Parents/careers will need to give notice to leave half termly . If you wish to leave sooner you can but parents/ careers will not be eligible to claim funding with another provider for the remainder of the half term unless there is an exceptional criterion.
27. The minimum session length is 30 minutes and sessions will be no longer than 10 hours .
28. As a provider we cannot offer free entitlement hours before 6am or after 8pm
29. Any additional providers will need to be completed on the parent/provider agreement by the parent , if they are splitting their free entitlement between more than one provider.

For more information of the local authority management of free entitlement for 3 and 4 year olds please see Buckinghamshire County council guidance on ; local management of the free Entitlement for 2,3 and 4 years olds

Updated: 1st May 2020

To be reviewed: May 2021

Health and Safety Policy

Little Walkers 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:

- They nominate a Health and Safety Officer. The designated health and safety officer is Michael Walker
- A copy of the current Health and Safety At work poster is displayed in the Kitchen (<http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- 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 manager The Club's manager is responsible for ensuring that at each session:
 - Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
 - The premises are used by and solely available to the Club during opening hours
 - All the Club's equipment is safely and securely stored

- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
 - 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 in accordance with our Risk Assessment policy.

Security Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities). During Club sessions all external doors are kept locked, with the exception of fire doors which are alarmed. 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 Little Walkers 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: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.walker

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].

Illness and Accidents Policy

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

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

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

Little Walkers 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 Club until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First aid The Club's designated First Aider is Emma Baker. The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. First aid training will be renewed every three years. To ensure that there is a qualified first aider present and available at all times when the Club is running, other members of staff will also receive first aid training. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

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

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate. Procedure for a minor injury or illness The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

· 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 session. 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 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 Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).

· 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 Club's policies or procedures. · We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest. · We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions If a case of head lice is found at the Club, 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 Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the Club the Manager will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted. Useful contacts Health Protection Unit: [insert number of your local HPU] Ofsted: 0300 123 1231 RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.50-3.51], Food and drink [3.49] and Annex A: Criteria for effective PFA training, [p36].

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition Exclusion period Chicken Pox Until all vesicles (spots) have crusted over

Cold Sores None.

Avoid contact with sores

Conjunctivitis None

Diphtheria* Exclusion always necessary, consult local Health Protection Team

Diarrhoea and Vomiting 48 hours after last episode of diarrhoea or vomiting

Glandular Fever None Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery 48 hours after last episode of diarrhoea - further exclusion may be required for some children

Hand, Foot and Mouth disease None

Hepatitis A* Until 7 days after onset of jaundice

Hepatitis B* and C* None High temperature 24 hours

HIV/AIDS None Impetigo Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment

Influenza Until recovered

Measles* 4 days from onset of rash Meningitis* Until recovered

Molluscum Contagiosum None

Mumps* 5 days from onset of swollen glands

Pediculosis (lice) None

Pertussis* (Whooping cough) 5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given

Ringworm Exclusion not usually required

Rubella* (German Measles) 4 days from onset of rash

Scabies Until first treatment has been given

Scarlet fever* 24 hours after starting antibiotic treatment

Slapped Check, Fifth Disease None (once rash has developed)

Threadworms None

Tonsillitis None

Tuberculosis* Consult local Health Protection Team

Typhoid*, Paratyphoid* 48 hours after last episode of diarrhoea - further exclusion may be required for some children 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.

Administering Medication Policy

If a child attending Out of 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 Club will not administer any medication without such prior written consent. Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (eg asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name. Out of 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 and this will also be witnessed and signed by another member of staff, we 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 Club has received written consent
- Ask another member of staff to witness that the correct dosage is given.

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

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

When the medication 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 Club will ask the child's parents to

provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.walker

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

Behaviour Policy

As we are professional Childcare providers you must accept that we will manage children's behaviour without the use of physical punishment. We will not slap, smack, shake, bite, frighten or humiliate children whether you give permission or not.

We will give clear and consistent boundaries for children, giving praise and encouragement for good behaviour rather than respond to unacceptable behaviour. When children use unacceptable behaviour we will try to distract them or explain the reasons why this behaviour is not allowed (dependant on the Child's age and stage of understanding) and will also explain that it is the behaviour and not the child that is unwelcome, If they persist we will sit them down (time out) away from the other children to calm down.

We will not tolerate negative (i.e. swearing, racial or sexual) language at the club from any adults or children so you can be assured that your child will not be learning any 'unnecessary' words while in my care.

We will only physically intervene and possibly restrain a child to prevent an accident i.e. a child running out into a road or to prevent injury or damage to themselves or others.

Recurring problems will be dealt with in partnership with the parents to try and solve the problem.

In extreme cases if consistent bad behaviour affects the other children, then notice may be served.

Inclusion

As a registered Childcare provider we will not discriminate against any child or their family on the grounds of gender, racial origin, disability, cultural or social background (inc. religion, language or class).

All children at the club are treated as an individual and are given equal chances to play, develop and learn, regardless of their age, stage of development, sex, race, religion or disability. We encourage all children to have respect for themselves and others and will not tolerate negative attitudes towards other people.

To enforce this, we will use play to learn about traditions, customs, festivals or disabilities. Swearing of discriminatory language will not be tolerated from any adult or child at the club.

1. We have a commitment to treating every child with equal concern whilst still appreciating their different individual needs.
2. We show respect for different backgrounds and cultures and will reflect this in play equipment, books and puzzles.
3. We will treat people equally no matter what sex, colour, size or any disability a person may have.
4. We will create a welcoming environment where all children feel included regardless of racial origins, gender, disability or family background.
5. We will value diversity and respect each child's differences, treating each child as an individual.
6. We will provide positive images in the materials we use and in everyday situations, of the role different people play in society.
7. We will endeavour to discourage stereotypes and inappropriate language and break down prejudice.

We will encourage children that gender, colour and disability etc. does not limit what people are capable of doing. Everyone has the potential to achieve in life and become important members of society

Little walkers Lost/ missing child procedure

At Out of 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 school to the Club).

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 manager will then contact the child's parents or carers. • Staff will continue to search for the 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: 101
Social Care: 0845 4600001 or 01296 383962
Ofsted: 0300 123 1231

This policy was adopted by: Little Walkers Date: 01/09/2018 To be reviewed: September 2019 Signed: S.Walker 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].

Uncollected Children Policy

Little Walkers 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 a member 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 manager will contact the local Social Care team for advice.
 - The child will remain in the care 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 to the home of a staff member 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.

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 [Insert the telephone numbers of your local Social Care team and their out of hours service]

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.walker

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].

Emergency Evacuation/Closure Procedure

Out of 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 Club, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for. · If any person is missing from the register, the emergency services will be informed immediately.

- The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is kept off site).
 - 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: [Insert club name]

Date: 01/05/2020

To be reviewed: May 2021 Signed: S.walker

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]

Fire Safety and Risk Assessment

Little Walkers understands the importance of fire safety. To this end:

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

Fire prevention

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

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
 - Checking for frayed or trailing wires.
 - Checking that fuses are replaced safely.

- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

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

If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff. Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is Haylie Walker. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/f_sra-5-step-checklist.pdf. The risk assessment should cover:
- Identifying potential fire risks
 - Identifying people at risk
 - Evaluating the risks arising from the hazards identified and the means of minimising those risks
 - Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
 - Reviewing the fire safety risk assessment on a regular basis. The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

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]

CONFIDENTIALITY

All information on children in our care will keep and treated as confidential at all times unless we have permission from you to use the information or if there is a child protection issue, details well be kept in a secure location but accessible if they are required by OFSTED to inspect . All of which is in our policy and procedures which you will receive a copy of.

Photo Policy

We would like to take photos as children like to look back on these we will take photos on outings and in everyday situations, We like to have photo evidence for OFSTED our website and personal development and you can have copies of them if you wish.

Your child/ren privacy will be respected at all times and no one else will be given photos only if another cared for child is in the picture then the other parents will be given a photo as well.

English as an additional Language

We are happy to accommodate children with English as an additional language we are happy to use various communicate technics i.e pictures hand signals and help them to interact with other children and join in activities and ask parents for keywords in their own language.

We do also learn and celebrate various cultures and religions.

Safeguarding (Child Protection) Policy

Comment [1]:

Little Walkers is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child 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).

There is a Child Protection Officer (CPO) available at all times while the Club is in session. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, BSCB and Ofsted). The Club's designated CPO is **Suzy Walker**. The Deputy / on-call CPO is **Haylie Walker**. Child abuse and neglect 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

Other types of abuse are

Child Sexual Exploitation* - is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim

needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Domestic Violence* - any incident or pattern of incidents of controlling (is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of means needed for independence, resistance and escape and regulating their everyday behaviour), coercive, threatening behaviour (an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim), violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

Psychological

Physical

Sexual

Financial

Emotional

Female genital mutilation (FGM)* - a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice is medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life FGM is against the law in the UK and an FGM duty came into force on 31 October 2015 which gives relevant professionals and the police information on the mandatory reporting duty.

Safeguarding action may also be needed to protect children and learners from:*

Bullying, including **online bullying** and prejudice-based bullying

peer on peer abuse

Racist, disability and homophobic or transphobic abuse

Gender-based violence/violence against women and girls

Child sexual exploitation and trafficking

The impact of new technologies on sexual behaviour, for example '**sexting**' and accessing **pornography**

Teenage relationship abuse

Substance misuse

Issues that may be specific to a local area or population, for example gang activity

and youth violence

Forced marriage

Fabricated or induced illness

Poor parenting, particularly in relation to babies and young children

Plus other issues not listed here but that pose a risk to children, young people and vulnerable adults.

- **Comments** made by a child which give cause for concern · reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- **Inappropriate** behaviour displayed by a member 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 matter straightaway using the Logging a concern form.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care 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.

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, eg:

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

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

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

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

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

For concerns about child abuse, the CPO will contact Social Care. The CPO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly. For minor concerns regarding radicalisation, the CPO will contact Bucks Safeguarding Children Board (BSCB) or Local Authority Prevent Co-ordinator.

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) within 24 hours and Ofsted within 14 days. 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 child abuse and the risk of radicalisation 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
 - designated person training is refreshed every 2 years
 - Safe recruitment practices are followed for all new staff
- all staff have a copy of this Safeguarding (Child Protection) policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings · all staff receive basic training in the Prevent Duty · staff are familiar with the Safeguarding File which is kept in the small cupboard
 - the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'. Use of mobile phones and cameras Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. For more details see our Mobile Phone Policy.

**First response contact: 01296 383962 out of hours: 0800 999 7677 LADO (Local Authority Designated Officer): 01296 382070 email;secure-LADO@buckscc.gcsx.gov.uk
BSCB (Local Safeguarding Children Board): 01296 383485 email: secure-**

bscb@buckscc.gov.uk

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500 Ofsted: 0300 123 1231

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021 (or when changes are applied)

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].

Early Years Foundation Stage Policy

Little Walkers 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 coordinator at the Club is Karen Stevens who is 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: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021 (or when changes are applied)

Signed: S.walker

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] and The Learning and development requirements, Footnote 5, p7

Equalities Policy

At Little Walkers 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 Club's Equal Opportunities Named Coordinator (ENCO) is Suzy Walker. The ENCO 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

Our Club 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 Club, 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 Club's Special Educational Needs Coordinator (SENCO) is **Suzy Walker**. 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 needs.

Definition of Special educational needs

Definition of SEN: a child has a special educational need if they have a learning difficulty or disability that calls for special educational provision.

A learning difficulty is a significantly greater difficulty in learning than the majority of children of the same age.

A disability is a disability that prevents or hinders a child from taking advantage of the

facilities generally available.

Special educational provision is provision that is additional to or different from that which is normally available in mainstream settings. For a child under the age of 2, special educational provision means provision of any kind.

A child under school age has SEN if he or she is likely to have SEN when they reach school age, or would do so if special educational provision were not made for them.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

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 Child protection [3.7].

Anti-Bullying Policy

Little Walkers will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form.

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

Little Walkers 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 Little Walkers will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
 - Discussing friendships and encouraging paired, group and team play
 - Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

Little Walkers acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Club will respond in accordance with 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 bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the supervisor.
- 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

- If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident Log. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted by: Little Walkers Before and After School Club

Date: 1st September 2019

To be reviewed: September 2020

Signed: S Walker

Written in accordance with the EYFS welfare requirement: Safeguarding and promoting children's welfare.

Staff Induction and Development

Each new member of staff at Little Walkers receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the Policy Confirmation Slip to confirm that they have read and understood the Club's policies. All new staff will receive induction training which will include:

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

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

- a thorough induction process

- a system of regular appraisals and reviews
- opportunities for training and professional development. We also keep an up to date record of staff qualifications and maintain a training development plan.

Appraisals and reviews

The manager will hold an annual appraisal meeting with individual staff as well as regular supervisions of all staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs. The manager will hold quarterly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

Training

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by their manager. Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every Month

This policy was adopted by: Little Walkers

Date: 01/09/2018

To be reviewed: September 2019

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.20 - 3.22].

Staff Disciplinary Procedure

Little Walkers 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 has 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 to disciplinary meetings. Minor offences The manager will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed. Formal disciplinary procedure

The stages of the formal disciplinary procedure are:

1. Formal verbal warning
2. First written warning
3. Second written warning
4. Dismissal

Disciplinary meetings

For each stage of the procedure the manager will hold a disciplinary meeting with the member of staff to explore the misconduct or performance issue, and, if still applicable following the

discussion at the meeting, will then issue the appropriate type of warning (or dismissal notice).

Before the meeting Before each disciplinary meeting the manager will write to inform the member of staff of the date and purpose of the meeting, of the specific disciplinary issue to be discussed, and of their right to be accompanied by a colleague or union representative. After the meeting Following each disciplinary meeting the manager will write to the member of staff to confirm:

- that a verbal, first written or final written warning has been issued (depending on the stage of the disciplinary process)
 - what the warning was for
- what improvement in conduct or performance is expected and within what timescale
 - the consequences of further misconduct or lack of performance
 - how long the warning will be kept on file
 - how they can appeal against the decision.

Keeping notes of warnings Notes of warnings will be kept in the staff member's personnel file as follows:

- Formal verbal warning: A note of the warning will be kept on file, but will be disregarded after six months if their performance or conduct is satisfactory.
- First written warning: A copy of the warning will be kept on file, but will be disregarded after 12 months if their performance or conduct is satisfactory.
 - **Final written warning:**

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. 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 organisation of the final disciplinary meeting at which this decision is made is the same as described above for the earlier disciplinary meetings. Immediately after the final disciplinary meeting the manager will write to the member of staff to confirm:

- that at the disciplinary meeting it was decided that their conduct/performance was still unsatisfactory and that they will be dismissed
 - Why they are being dismissed
 - When their last day of service will be
- how they can appeal against the decision. If the decision was taken not to dismiss the member of staff, this must also be confirmed in writing.

[Note We strongly recommend that you take advice from an HR professional before reaching the dismissal stage]

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 manager
- Persistent bullying, sexual or racial harassment

- Being unfit for work through alcohol or illegal drug use · Theft, fraud or falsification of documents
 - Being disqualified 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, stating the grounds for the appeal, and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The member of staff has the right to be accompanied to the appeal hearing. Where possible, the registered person, or a member of the management committee or a senior member of staff [modify as appropriate to your setting] who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision. Within ten working days of the appeal hearing, the manager / chair of the committee / registered person [modify as applicable] will inform the member of staff in writing of the outcome of the appeal hearing.

This policy was adopted by: Little Walkers

Date: 01/09/2018

To be reviewed: September 2019

Signed: S.walker

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 [3.143.16] and Staff qualifications, training, support and skills [3.20-3.22].

Social Media Policy

Little Walkers 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 Manager 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, Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Lone Working Policy

Little Walkers, the safety and welfare of our staff and the children in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

Preparation and planning The Manager must approve all instances of lone working in advance and such instances will be recorded on the staff rota. Parents will be notified if only one member of staff will be on duty for a session or part of a session. A full risk assessment for lone working must be carried out before lone working is approved. Our insurers have confirmed that our club is covered in situations when only one member of staff is on duty. There will always be another

person on site who can be summoned in case of emergencies [specify who this will be, eg headteacher, school caretaker, etc.] In addition, an 'on call' person whom the member of staff can summon in an emergency will be nominated for each session. The 'on call' person must be able to be on site within 10 minutes.

Suitable staff Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- current 12 hour paediatric first aid certificate · child protection training
- food handling and hygiene certificate · competent use of English
- the necessary skills and experience to supervise the children alone [eg holds a relevant childcare or playwork qualification]
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with the emergency evacuation procedure - and how this can be adapted to lone working situations.

Working practices When a member of staff is working alone, they must still keep all children "within sight or hearing at all times" as required by EYFS 2017. Therefore all essential resources must be readily to hand and not kept in a separate part of the building. For example:

- child records · emergency contact details · first aid kit · club mobile phone
- any forms that may be required during a session, eg accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- spills box / cleaning products / sick bowl If intimate care is given, a record will be made using an Incident log and parents will be asked to sign this on collection of their child.

Related policies See also: Safeguarding policy, Emergency evacuation policy, Intimate care policy, Illness and accidents policy, Risk assessment policy.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child protection [3.5-3.6], Suitable people [3.19], Staff qualifications, training, support and skills [3.25-3.26], Staff:child ratios [3.28-3.29, 3.40], Food and drink [3.48], Accident or injury [3.50], Premises [3.55], Risk assessment [3.64]

No Platform Policy

Little Walkers is committed to providing a safe and caring environment, where children are free from discrimination and protected from abuse, harm and radicalisation. As part of this commitment we aim to ensure that neither our Club sessions nor our premises are used to promote extremist beliefs or discriminatory views. Key principles Little Walkers will not allow its Club sessions nor its premises to be used:

- To promote or express extremist ideological, religious or political views

- To promote or express discriminatory views in relation to the protected characteristics cited in the Equality Act 2010
 - For any reason by an organisation that is proscribed by the Home Secretary under The Terrorism Act 2000. Definition of terms Premises: The room, space or building used by the Club while it is running a session.

Extremist views:

Extremism is defined in the government's Prevent Strategy as "vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of the armed forces, whether in this country or overseas." Protected characteristics: The characteristics protected under The Equality Act 2010 are:

- Age
- Disability · Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity · Race
- Religion and belief
- Sex
- Sexual orientation Proscribed organisations:

A list of proscribed organisations can be downloaded here:

<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

Related policies See also: Equalities policy, Safeguarding policy This policy was adopted by:

Little Walkers

Date:01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Child protection [3.7].

Smoking, Vape pens, Alcohol and Drugs

Smoking is not permitted anywhere on the premises of Little Walkers, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes in their possession while at the Club, we will confiscate the cigarettes and notify their parent or carer at the end of the session. Alcohol Anyone who arrives at the Club clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while at the Club, we will confiscate it and notify their parent or carer at the end of the session.

Staff are asked not to bring alcohol onto the Club's premises. Drugs Anyone who arrives at the Club clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while at the Club, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times. Safeguarding children All members of staff have a duty to inform the Club manager and the designated Child Protection Officer (CPO) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and CPO will decide upon the appropriate course of action.

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called. Related policies Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child protection [3.4], Safety and suitability of premises, environment and equipment [3.56] and Suitable people [3.19].

Mobile Devices Policy

Little Walkers 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 Devices 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 drawer in the kitchen 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 Kitchen. 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 Manager or Deputy. Under no circumstances may staff use their personal mobile Devices to take photographs at the club during working hours. **Children's use of mobile phones** Whilst we understand that some children have mobile devices we actively discourage them from using their devices within the club. The club does not accept any responsibility for loss or damage to devices brought to the club by the children. Children must not use their devices 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 camera. **Visitors' use of mobile devices** In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises. Taking of photographs by parents or visitors is strictly prohibited. If a parent would like to have a photograph of their child involved in an activity or at play, they 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: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021

Signed: S.Walker

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

Data Protection Policy

At **Little Walkers** 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 Little Walkers can do so with confidence that their personal data is being kept secure. Our lead person for data protection is Suzy Walker.

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 in a lockable file, on a password protected computer or a passcode-locked device .
- 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. Our lawful basis for processing this data is fulfilment of our contract with the child's parents.

Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. 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 or returned to parents.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's

health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, 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 take online bookings, and 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.
- Parents /carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care we have to keep some data for specific periods so won't be able to delete all data immediately.
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment we have to keep some data for specific periods so won't be able to delete all data immediately.
 - 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: Little Walkers Date:01/05/2020

To be reviewed: May 2021

Signed: S.Walker

Whistleblowing Policy

Little Walkers 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:

1. Financial malpractice or fraud
2. Failure to comply with a legal obligation
3. Dangers to health and safety or the environment
4. Criminal activity
5. 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 manager. If, due to the nature of the problem, this is not possible, consult your local authority playwork advisor on 0845 4600 001 for advice.

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

1. Ofsted (if it concerns the safe and effective running of the club)
2. The Local Authority Designated Officer or Bucks 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)
3. 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): 01296 382070

BSCB (Bucks Safeguarding Children Board): 0845 4600 001 or out of hours 0800 999 7677

www.bucks/lscb.org.uk

Ofsted: 0300 123 1231

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

Related policies

Staff Grievance policy, Safeguarding Children policy.

This policy was adopted by: Little Walkers

Date: 01/05/2020

Review: May 2021

Complaints Policy

At Little Walkers 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. Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one Complaints about aspects of Club activity:

- The manager 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 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 manager 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 child protection issues are raised, the 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 manager will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about Out of 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: Little Walkers

Date: 01/05/2020

To be reviewed: May 2021 Signed: S.walker

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

Admissions and Collections

Our normal procedure is to release the child only to his/her parents, or someone else who the parents designate. If someone other than the parents is to pick up the child, please notify me ahead of time. A verbal notice is fine on the day, if the person is on the list of people who are authorised to pick up your child. If that person is NOT on that list, We must have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, and the child is too young to identify them (Hi Grandma!) then we would need to ask for identification (pre-arranged password or the Childs full name and date of birth). we do not mean to offend them. This is simply to protect your child.

Drop off and collection times are not a good time to discuss serious problems. Little ears and minds hear and understand more than we give them credit for. Please however feel free to call me out of working hours.

Be brief at collecting times, as well. This is the time of testing, when two different authority figures are present (parent & the provider). All children will test to see if the house rules still apply. During arrival and departure we expect parents to back up any club rules.

Within our childcare setting, we actively support the following things:

1. Sharing and co-operation
2. Respect for self, others and property
3. Good manners and politeness
4. Healthy eating
5. Inclusion
6. Child protection

Environmental Policy

Little Walkers is committed to the protection of the environment through reducing pollution, emissions and waste. As part of the induction process, and through staff meetings and training, our staff will be informed about reducing the use of raw materials, supplies and energy. We raise the children's awareness of environmental issues through discussions, projects and day-to-day activities within the club. Children and staff follow the Club's 'eco code':

- We re-use and recycle our waste material, and the recycling bins are easily accessible to staff and children.
- We switch off lights when not in use and fit the lights with energy saving bulbs where possible.
- We turn off electrical equipment at the power source when not in use.
- We turn off taps after use and do not waste water.
- We do not drop litter.
- We plan our outings to minimise vehicle use and use public transport whenever possible.

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Little Walkers School Club Contract with Parents

(please use separate form for each child)

Child's Name

Parent or carer's name

- I consent for my child to attend **Little Walkers** after School Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
 - I understand that **Little Walkers** after School Club is a play setting and that whilst my child is there **Little Walkers** is legally responsible for him/her.
 - My child will be provided with a snack and drink whilst at the club unless otherwise requested and an evening meal if there
 - Once my child arrives at **Little Walkers** he/she will be in the care of **Little Walkers** after School Club until collected and signed out by an authorised person.
 - I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
 - I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
 - It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
1. I understand that I need to give 4 Weeks notice to terminate this contract or make any changes to days or sessions required.
 2. I am aware that if I have booked adhoc days that I am required 48 hours' notice to cancel the session otherwise normal fees apply.
- I accept that my child may take part in messy activities while at Out of School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
 - **Little Walkers** closes at 6.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
 - If I do not collect my child by 6.45pm I will pay a charge of £2 per quarter of an hour to cover the costs of the staff that are legally required to supervise my child.
 - If I do not collect my child by 7.15pm, and the club has been unable to reach me or any of my emergency contacts, I understand that **Little Walkers** will follow its Uncollected Children Policy and contact Social Care.

- Whilst **Little Walkers** tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the club's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at **Little Walkers** involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Out of School Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- Information held by **Little Walkers** regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises. I have read and understood the above terms and conditions and I agree to abide by them.

Signature:

Date:

Little Walkers Medical Form

Child's name:

Date of birth:

Doctor:

Doctor's address:

Doctor's telephone:

Does your child or the child in your care have any known medical problems or additional needs?
(Please list)

Please detail any medical needs your child has/medication taken: (please provide full details, if
medication is needed an additional medication consent form will need to be completed)

Does your child have any known allergies? (an Allergy Management Plan will be put in place where

required)

Does your child have any dietary requirements?

Any other information relevant to your child's health

Parent/Carer emergency contact telephone numbers:

Name:

Mobile:

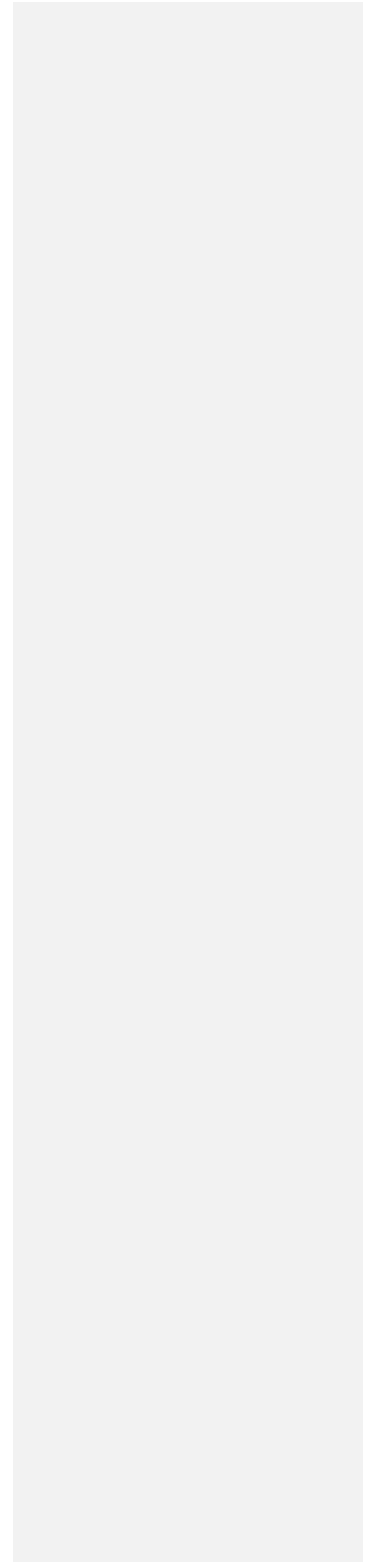
Work:

Home:

Name:

Mobile:

Work:



Home:

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signed: _____

Date: _____

Little Walkers Booking Form

Child's name:

Requested start date:

Breakfast club starts at 7.30am until school drop off

Fees per session: £5.25

Please tick days requested:

Monday | _____

Tuesday | _____

Wednesday | _____

Thursday | _____

Friday | _____

Afternoon sessions start at 3.00pm and run until 4.00pm, 5.30pm or 6.45pm.

Fees per session:

3.00pm - 4.00pm = £6.75

| 3.00pm - 5.30pm = £14.75

| 3.00pm - 6.45pm = £18.25 (Please tick the sessions that you require below)

	3.00-4.00pm	3.00-5.00pm	3.00-6.45pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed: Date:

Consent Form

I give consent for my child/ren to have sun cream administered:

Childs name Parents signature

Childs name Parents signature

Childs name Parents signature

I give consent for medication to be administered to my child/ren if needed in an emergency or when prescribed by our G.P

Childs name Parents signature

Childs name Parents signature

Childs name Parents signature

I give consent for photos to be taken of my child/ren when they are attending the club and give permission for them to be displayed on the notice board.

Childs name Parents signature

Childs name Parents signature

Childs name Parents signature

I give consent for my child/ren to go on outings and in the car (delete as appropriate) with Little Walkers staff when attending the club I understand risk assessments will have been completed and we will have been informed of any outings from the club and my child/ren will have sufficient car seats appropriate to their age for any car journeys.

Childs name Parents signature

Childs name Parents signature

Childs name Parents signature

