



# Manor Kids Club

## POLICIES and PROCEDURES

Manor Kids' Club is situated within Manor Primary School and is operated under the school's leadership and governance. Our aim is to provide safe, caring and stimulating wrap-around care for children aged 2-11.

The Kids' Club incorporates:

- Breakfast Club (7.30-8.45am)
- After School Club (ASC) (2.45-6pm)
- Holiday Club (Times and dates vary according to demand)

Breakfast Club and ASC are available to children who attend Manor Primary School and Manor Pre-School. Holiday Club is available to all local children of school age, and children of pre-school age who attend Manor Pre-School (and are therefore already familiar to staff).

### We offer children:

1. The highest standards of supervision and care in a happy, safe and calm setting, led by suitably qualified and experienced staff.
2. An indoor environment which is light, spacious and comfortable, and access to the diverse facilities and extensive grounds of Manor Primary School.
3. A planned and diverse programme of well-resourced activities to suit all ages and needs, and meals and snacks, as appropriate, which are healthy and enjoyable.

## **Admissions & Inclusion**

It is our intention to make Kids' Club accessible to all children and families as required. In order to accomplish this, we will:

- Describe the setting and its practises in the terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, looked after children and people from all cultural, ethnic, religious and social groups, with and without impairments
- Make all our policies available on request.
- When possible be flexible about attendance patterns and procedures to accommodate the needs of individual children and families.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of help and friendship and to be able to share with their parents afterwards the experiences enjoyed in the setting. In order to accomplish this, we will:

- Welcome the engagement of parents with staff when dropping off or collecting their child (an appointment will be necessary if something of significance needs to be discussed).
- Make clear to families from the outset that their child will be supported and nurtured, and reassure parents whose children may take a while to settle.
- Provide appropriate care and support for children at all times.

## **Bookings**

All bookings for Breakfast Club and ASC must be made by the deadline of 5pm each Wednesday for the following week and must be accompanied by full payment for the full week. Block and emailed bookings may be made but must be paid for at least weekly in advance by this deadline. After this deadline, any bookings or alterations will be subject to an additional late fee. Bookings sent in during the holidays will be considered as late, unless they are for the second week back at school or later.

During each half term, letters will be sent out and made available to all parents with regards to booking for Holiday Club. We cannot guarantee dates and times that the club will run as this will rely on sufficient numbers booking in order to make it viable. Bookings for Holiday Club must be made by the deadline(s) given in the letter sent. Bookings and/or payments made after the date(s) given will result in a late fee.

The late fee covers the additional costs in administration time that result from such bookings and changes being made.

All bookings must be made using the official form and enclosed in an appropriately marked envelope. These should be sent in by post or deposited in the secure box outside reception. Up to date information regarding fees can be obtained from the school office on request.

## **Staffing & Training**

We follow all current statutory guidance on adult-child ratios at all times, taking into account the ages of children and qualifications of staff. On a typical day we will aim to exceed these.

If children younger than Reception age are present, there will be the correct number of staff on duty who hold a relevant Level 3+ qualification.

Our staff hold suitable and relevant qualifications which are updated as required, and all have full DBS clearance. The setting supports the work of the staff by means of regular monitoring. We are committed to recruiting, appointing and employing staff in accordance with 2010 Equality Act.

At least one member of staff on duty at any time is trained in Paediatric First Aid and holds up to date certificates. All members of staff have received Child Protection training.

## **Activities**

- All children will be respected and their individuality and potential recognised, and valued. Activities offer children opportunities to play and develop in an environment free from prejudice and discrimination.
- Activities provide opportunities to play, learn, communicate, socialise and develop. Children may choose to access them alone, with other children and / or with adult company and support.
- All activities are resourced appropriately with safe, high quality equipment. The range of activities accommodate both physical exercise, and also rest and relaxation as required by the child at any given time.
- Children are given access to the outdoors.

## **Swimming Pool**

The swimming pool will only be used when an appropriately trained and qualified member of staff is leading the session. The school's Normal Operating Procedures and Risk Assessment will be followed at all times, ensuring the highest standards of health and safety for all children.

## **SEN (Special Educational Needs)**

We are committed to the inclusion of all children including those who have Special Educational Needs. We believe that these children should have the same opportunities to thrive and develop as other children and will, wherever feasible, provide the expertise and resources to support this.

## **Safeguarding**

A named Designated Safeguarding Officer, a Deputy Safeguarding Officer and a Safeguarding Governor are in place and their names are displayed in the Kids' Club premises. The Kids' Club operates under the leadership and governance of Manor Primary School and adheres to all its Safeguarding Policies and Procedures and associated risk assessments. These include:

- Anti-Bullying
- Behaviour
- Child Protection
- Children in Care
- Code of Conduct for Staff
- Confidentiality
- Equality
- E-Safety
- Health & Safety
- Intimate Care
- Medical Conditions
- Nappy Changing
- Positive Handling
- Safe Recruitment
- Safeguarding
- Staff Disciplinary
- Whistleblowing

### **Relevant Legislation**

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Keeping Children Safe in Education 2015

Every Child Matters 2003

Statutory Framework for the Early Years Foundation Stage 2014

Working Together to Safeguard Children 2015

The Counter Terrorism and Security Act 2015

Keeping Children Safe in Education 2015

### **Manuals kept in setting:**

What to do if you're worried a child is being abused 2015

Working Together to Safeguard Children 2015

## **Behaviour Management**

We believe that children and adults flourish best in an environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Expectations governing the conduct of the group and behaviour of the children will be explained to all newcomers, both children and adults.
- We recognise that behaviour is a form of communication of need, therefore we always consider why things may be happening and respond accordingly.
- All adults in the setting will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will provide a positive role model with regards to friendliness & courtesy.
- Adults in the setting will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- Bullying of any type is not acceptable within the setting. This includes the behaviour of adults towards the children.

When children behave in unacceptable ways:

- Physical punishment of any kind, including smacking or shaking, will never be either used or threatened.
- Children who misbehave will be given one to one adult support in seeing what was wrong and working towards a better pattern. Where appropriate this may be achieved by a period of 'thinking time' with an adult.
- In cases of serious misbehaviour, including bullying or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. These incidents will be reported to the Headteacher or Deputy Headteacher.
- In any case of inappropriate behaviour, without the adult shouting, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults in the setting will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole setting, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's specific needs.

## Health, Safety & Wellbeing

The health, safety and wellbeing of children is of paramount importance. The following guidelines will be followed at all times in order to ensure the highest standards:

### General

- All staff will be appropriately and adequately vetted.
- Sufficient staff will be appropriately and adequately trained in child protection, health & safety and first aid.
- Appropriate staffing will always be provided using the minimum of the current statutory adult : child ratios.
- Any incidents or accidents will be recorded and this record will be closely monitored and followed up with appropriate action.
- Regular Health and Safety inspections will be carried out by the school H&S Officer
- An annual risk assessment will be completed.

### On Site Activity

- All adults are aware of the system(s) in operation for children's arrivals and departures and registers are updated accordingly.
- Children will leave the group only with authorised adults or older siblings (with parental arrangement). Outdoor space is always well supervised.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires/leads and water temperature are adequately guarded and regulated.
- All dangerous materials, including medicines, handbags/shopping bags and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- One fire drill is held each half term, but may be repeated on different sessions to include all members. The Fire Marshal will co-ordinate this, staff and helpers know the evacuation procedure.
- Fire extinguishers are checked annually.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.
- A record of personal information is to be held confidentially on all adults and children attending the setting in case of an emergency.
- There is no smoking on site ever or under any circumstances.
- A correctly stocked first aid box is available at all times.
- There is no running, climbing on furniture, throwing toys equipment or aggressive behaviour within the setting.

- Activities such as cooking and energetic play receive close & constant supervision.
- When children are outside, there will be sufficient adults to maintain appropriate ratios for staff and children both inside and outside the setting.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are left in a safe and secure manner at the end of each session.
- Any electrical item which has the facility for making visual/audio recording or taking photographs will not be permitted without prior arrangement with management.

### Trips off Site

Trips off site are rare, but may be undertaken during Holiday Club

- A full risk assessment will be undertaken prior to the outing and adhered to throughout, including the name of the organiser.
- Parents will have full knowledge of the trip and authorise their child's attendance.
- All hired vehicles used will have the required safety equipment eg seat belts.
- Appropriate staff to child ratios will be maintained
- Staff will take with them: Register including contact details and allergy information; Mobile phone; First aid kit/s and any child medication.

### Healthy Eating

- All snacks provided will be nutritious and pay due attention to children/s particular dietary requirements.
- Fresh drinking water is readily available at all times.
- When cooking with children as an activity, the adults will extend the children's understanding of a healthy diet.
- No hot drinks are to be within reach of children.
- No food or drink will be reheated
- No nuts or nut products are permitted at any time.
- Grapes must be cut in half lengthways as these can present a choking hazard.

### Outdoor play

- Children will have regular opportunities throughout each session to play in the fresh air, weather permitting and time permitting (Breakfast Club).

### Animals

- Uninvited animals are not permitted within Manor School grounds. Any contact with school pets will be closely supervised with appropriate handwashing immediately afterwards.

## Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Kids Club or school staff of the nature of the infection so other parents can be alerted and make careful observations of any child who seems unwell.
- Parents are asked not to bring into any child who has been vomiting or had diarrhoea on to the school site (including when dropping off and collecting siblings) until at least 48 hours has elapsed since the last attack.
- If a child becomes unwell whilst at Kids' Club, parents / carers will be contacted and asked to come and take them home. The child will be appropriately cared for and isolated from other children if necessary, whilst waiting for the parent / carer's arrival.
- Infectious and reportable diseases will be reported to the Health Protection Agency, for their information and guidance.
- If the children of staff are unwell, the children will not accompany their parents / carers to work in the setting.

## Administration of Medication (also see School Medicines Policy)

- A first aider must be in attendance each session and be responsible for the Administration of Medication and Accident books.
- The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. The first aid equipment is safely secured and stored in an area out of bounds to the children.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. (Authority from the parents is included on the registration form)
- With regard to the administration of life saving medication such as insulin/ adrenaline injections or the use of nebulisers, the position will be clarified by reference to the Kids' Club's insurers.
- If a child is on prescribed medication the following procedures will be followed:
  - I. If possible, the child's parents will administer medicine.
  - II. If not, then parents/carers must complete an 'Administration of Medication' form for prescribed medication. It must then be stored correctly and clearly labelled with the child's name, and given to them only in line with the instructions on the form.
  - III. Non prescribed medication will not be administered by staff.
  - IV. All medications will be inaccessible to children.
  - V. A medication book will be used to record: name of child receiving medication; times that medication should be administered; together with the signature of the person who has administered each dose.

### Intimate Care (Also see School Intimate Care Policy)

The setting is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner, respecting the child's privacy at all times.

- Intimate care and toilet training will be undertaken in partnership with parents. (Authority from the parents to undertake intimate care is included on the registration form).
- Intimate care will be undertaken by a named member of staff, who may request the assistance of another if deemed necessary.
- The named staff will be trained in Safeguarding awareness.
- A child will be encouraged to undertake their care to the best of their ability, with assistance given as required.
- All soiled items of clothing will be sealed and disposed of appropriately.

### Sun Cream

- This will be administered as required by an authorised member of staff as a duty of care. (Authority from the parents to apply suncream is included on the registration form).
- Authorised members of staff will have undertaken Safeguarding Awareness training and have an enhanced DBS.
- Children will be encouraged to undertake the application of their own cream with assistance as required.

### Smoking

- No smoking within the Manor School grounds or the setting at any time.
- Staff are strongly discouraged from smoking on their way to work or within a reasonable time of arrival, or from smoking in close vicinity to Kids' Club e.g, in surrounding roads.
- Staff are not permitted to smoke while wearing their work clothes.

### Personal hygiene

- Hands washed after using the toilet – adults and children – and by adults after assisting children with using the toilet.
- Children with pierced ears not allowed to try on or share each other's earrings.
- A box of tissues will be available and children encouraged to blow and wipe their noses when necessary. Soiled tissue to be disposed of hygienically.
- Soiled nappies are to be disposed of as instructed – these are removed by an external company each week.
- Paper towels will be used and disposed of appropriately.
- Rubber gloves must be worn when dealing with body fluids.
- All staff and volunteers should be aware of how infections can be transmitted.

## Food Preparation

The Kids' Club will observe current legislation regarding food hygiene and training.

- A member of staff will hold a current Food Hygiene certificate.
- Tea towels and dishcloths will be scrupulously clean and changed daily.
- All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer.
- The kitchen will be thoroughly cleaned at the end of each day and all surfaces at which children eat will be wiped down regularly throughout the day.
- Cracked or chipped china will be thrown away.
- Food will be stored at appropriate temperatures and only food that is within its 'use by' date will be served.

## Cleaning & Clearing

- Any spills of blood, vomit or excrement wiped up, isolated in a sealed bag.
- Rubber gloves always used when cleaning up spills or body fluids.
- Floors and other affected surfaces disinfected.
- Fabrics contaminated with body fluids will be isolated and removed if appropriate.
- A small amount of spare clothing is available in the case of accidents, and plastic bags available in which to wrap soiled garments.
- Dirty nappies are disposed of in a nappy bin which is emptied by a specialist company.

## Cleaning of Premises

A cleaner is employed to clean on a daily basis.

- All surfaces cleaned daily with an appropriate cleaner.
- Toilet area to be cleaned daily including toilet and door handles.
- Toys, crockery, cutlery, furniture are to be cleaned regularly.

## Non-Collection of Children

We advise parents that if they are running late, to phone and advise us accordingly. If we receive no telephone call or contact before 6pm, and the child has not been collected, we will follow the following procedure:

1. At 6pm - telephone the first point of contact.
2. If the first point of contact is unsuccessful, immediately phone the emergency numbers/other contacts.
3. Continue trying all contact numbers for 15 minutes.
4. At 6.15pm – telephone Devon Social Services Emergency Duty Service (0345 600 0388) to discuss the situation.

## Other Policies and Procedures

The following policies are encompassed with Manor Primary School policy documents. These are available on request and via the school website. These are in addition to the school policies already identified under 'Safeguarding'.

- Complaints Policy
- Accessibility Plan
- Data Protection

The following procedures are available on request –

- Evacuation Procedure
- Emergency Procedures
- Fire Procedure
- First Aid Procedure
- Missing Child Procedure
- Non-collection of Child Procedure
- Risk Assessment for activities and outings
- Information for Volunteers