**Cramlington Kids Club**

**Policies and Procedures & Mission Statement January 2021**

**POLICIES AND**

**Cramlington Kids Club**

**Our Community**

**Starts with Your Children**

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**1.1 About Cramlington Kids Club**

Cramlington Kids Club integrated childcare centre that provides high quality, low cost and flexible childcare for children aged 8 weeks to 13 years.

We provide children with the opportunity to be cared for in a stimulating and safe environment.

We will remain flexible to ensure best practices are maintained and individual children’s needs are met.

Cramlington Kids club will open between 7.30am and 6pm excluding bank holidays and weekends.

* 1. Mission Statement

#### Cramlington Kids club will provide children with the opportunity to be cared for in a stimulating and safe environment. We will remain flexible to ensure best practices are maintained and individual children’s needs are met. Create a safe and secure environment, promoting the welfare of all children in our care.

We will nurture each child's unique qualities and potential, encouraging them to achieve and develop through play within a well resourced setting.

We will work in partnership with our parents by establishing constructive relationships and at the same time maintaining clear professional boundaries.

We will share excellent working practices by working alongside schools and other childcare agencies.

We will create a work environment that encourages continued professional development and diversity.

We will recruit committed, qualified caring and enthusiastic staff who have a genuine passion for working in childcare.

We will provide healthy, home cooked quality food that is well balanced and takes into consideration special dietary and cultural needs.

This policy was reviewed on 17th February 2021

Signed…………………………...

* 1. **Admissions Policy**

Cramlington Kids club are no longer restricted to 147 places at any one time as removed by Ofsted on 8th May 2013 however, Cramlington Kids club prefer to keep to those numbers wherever possible and keep correct ratios of staff to children and floor space available.

Places are allocated on a first come first serve basis and register of places are maintained in Baby room, toddlers and Early Years as places are at a premium. Kids club also maintain a register but also require booking forms to be completed for each term.

The Kids Club will be open Monday to Friday from 7.30am until 9.00am in the morning and from 3.00pm until 6.00pm in the afternoon during school term time. In addition it will be open from 7.30am until 6.00pm during school holidays.

Baby room, toddlers and Early Years will be open from 7.30am until 6.00pm Monday through to Friday. The club will provide a lunch and tea for the Early Years children.

This policy was reviewed on 17th February 2021

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**1.4 Prices**

Kids Breakfast Club 4-13yrs - £4.00 per session (includes optional breakfast)

Kids After School Club 4-13yrs

£4.00 for the first hour – increasing by £1.00 every ½ hour thereafter.

School Holidays

Junior Kids Club (4yrs to 7yrs) £16.00 for half day and £20 full day.

Senior Kids Club (8yrs & over) £14.00 for a half-day (up to 5 hours) and £18 for a full day.

Early Years 3-4yrs

£22 for a half-day (up to 5 hours)

£28 for a full day (over 5 hours)

Toddler Early 2-3yrs

£25 for a half-day for five hours (includes dinner or tea)

£35 for a full day (including dinner and tea)

Baby Prices 0-2yrs

£27.00 for a half-day (up to 5 hours)

£40.00 for a full day (over 5 hours)

A retainer fee of £100 can be paid to secure your baby, toddler or early years place at Cramlington Kids Club. This amount will be deducted from your bill after six months of continuous use of childcare. Otherwise it is non-refundable should you not use us.

Cramlington Kids Club is usually open 52 weeks each year. We are flexible and do not charge when the children are on holiday.

We must be in receipt of a completed Parental Agreement Form before any child attends. This provides us with contact and other details we need to know to provide fully informed quality childcare.

This policy was reviewed on 17th February 2021

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**1.5 Arrivals & Departures**

It is the policy of the kids club to give a warm welcome to each child on their arrival.

Parents and carers are requested to pass the care of their child to a member of staff who will ensure his/her safety and their attendance is recorded in the register.

The member of staff receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents will also be recorded.

If the parent requests the child to be given prescribed medicine during the day the staff member must ensure the medicine consent procedure is followed and written permission and instructions obtained.

If your child has any injuries that have occurred at home you will have to complete a pre-existing injury form on arrival to the setting.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.

On departure the child register must be immediately signed out to reflect the child has left the premises.

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors book.

This policy was reviewed on 17th February 2021

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1.6.1 Late Collection of Children

Children collected late (after 6pm) may incur an additional charge to cover the additional insurance and staff wages. Staff should be informed of the expected delay or reason of delay.

In extreme cases or repeated incidents where the children are not collected and/or no explanation given, the following will apply:

* Senior staff member will endeavour to contact all emergency contacts together with the child’s parents/guardians
* If this proves unsuccessful then Social Services will be informed so that they can collect the child
* Staff will reassure the child and prevent any unnecessary concern

It must be pointed out that the facilities insurance is only valid until 6pm by which time all staff and children must be out of the building.

Late collection charges will be as follows:

* £10 for each member staff towards salaries Plus an additional £25 for extended Insurance
* All extra charges will be at the discretion of the Chairperson/Committee

Cramlington Kids Club Policy for lost or uncollected children and those that leave without permission.

1.6.2 School Collection List

If a child who is on the collection list (Bus list) is not there, the following procedures will be followed:

* Ring the club to check administration error has not been made
* Check at school for information e.g. whether child has been absent from school or if he/she has gone home with another adult
* Ring Cramlington Kids Club and a member of staff will follow up emergency contact telephone numbers until parent/ guardian is contacted.
* If the where about of the child is established, contact the settings staff at the school (all staff doing school pick-ups have a mobile phone in case of an emergency) to inform them.

1.6.3 Missing from School

In the case of a child who is subsequently missing, consider the following procedure will be followed:

* If this occurs at school, one member of staff will stay at school and begin to search for the child.
* Another member of staff will continue collection of children and return them to the club; if possible another member of staff will help if staffing levels are correct.
* If it has been possible to contact parents, they will be asked to ring friends / family etc that the child may have gone with.
* If after all contacts have been followed up the police will be informed. Staff will continue to search until police arrive.

1.6.4 Runaway Children

Children who leave without permission:

* Member of staff will attempt to accompany the child / talk to them.
* If the child will not return to the setting then emergency contacts will be followed up.
* If it is not possible to make contact, the police will be informed.

1.6.5 Uncollected children

For uncollected children the following procedures apply:

* Cramlington Kids Club closes at 6pm, if a child remains uncollected at the end of the day parents/ guardians will be contacted. (10 minutes grace will be given)
* If there is no response by parents /emergency contact numbers by 6.45pm the Social Services out of hours number will be contacted for advice E.D.T 0845 6005252
* Members of staff will remain on premises with the child(ren) and will continue to care and reassure the while they wait.

For security reasons we will not allow children to leave the premises if the person collecting the child is not named on the Parental Agreement Form or we have not had prior notice of the password in place. Should this occur the following procedure should be followed:

* Parent will be contacted to confirm the collection.
* If we are unable to contact the parent the child will stay in the care of Cramlington Kids Club and will continue to be charged for the care received until the situation is resolved.

This policy was adopted on 17th February 2021

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**1.6.6 Lost / Missing Child Policy**

The care of each child is paramount and we will always ensure they remain with a member of staff and are safe.

We will frequently teach the importance of the dangers of children wandering off and talking to strangers. Also about than dangers of cars and road in an age appropriate way.

However, sometimes children can become lost in busy places and there as a responsible setting the following procedure will be followed in the unlikely event of this happening:

* The staff member will immediately raise the alarm to all around them to enlist the help of everyone near to look for the lost child.
* If it is a secure area such as a shopping centre, a staff member will alert the security staff so they can seal off exits and monitor the situation on CCTV
* We will then alert the police and provide a full description
* Inform the setting of the situation
* I will then alert the parents of the situation
* I will provide a full description of the child to everyone involved in the search
* We will reassure the other children so as not to distress them

This policy was adopted on 17th February 2021

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**1.7 Prospective Parents**

All prospective parents will be given the following forms and information:

* Parental Agreement And Consent Form
* Booking Form
* Price list
* Information about our website

This policy was adopted on 17th February 2021

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* + 1. Behaviour Management Policy

Cramlington Kids Club believes children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within Cramlington Kids Club we aim to set these boundaries in a way which helps the child develop a sense of significance of their own behaviour, both on their own environment and those around them. Restrictions on the child’s natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

* Recognise the individuality of all our children.
* Encourage self-discipline, consideration for each other, our surroundings and property.
* Encourage children to participate in a wide range of group activities to enable them to develop their social skills.
* Work in partnership with parents and carers by communicating openly.
* Praise children and acknowledge their actions and attitudes therefore ensuring children see we value and respect them.
* Encourage all staff working with the children to accept their responsibility for implementing the goals of the policy.
* Promote non-violence and encourage the children to deal with conflict peaceably.
* Provide a key worker system enabling staff to build a strong and positive relationship with the children and their families.
* Have a named person who has overall responsibility for issues concerning behaviour.
* The named person is Sheri Devine will keep up to date with legislation and research:
  + while supporting changes to policies and procedures in Cramlington Kids Club
  + will access relevant sources of expertise where required and act as a central information source for all involved
  + attend regular external training events
  + Ensure all staff attends relevant in-house or external training for behaviour management. A record will be kept of staff attendance at this training.

We recognise that codes for interacting with other people vary between cultures, staff are required to be aware of this and respect those used by members of Cramlington Kids Club.

Cramlington Kids Club rules are concerned with safety and care and respect for each other.

Children, who behave inappropriately by physically abusing another child or adult, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child’s behaviour is not acceptable.

It is important to acknowledge when a child is feeling angry or upset and this it is the behaviour we are rejecting, not the child.

When children behave in unacceptable ways:

* Physical punishment such as smacking or shaking will be neither used nor threatened.
* Children will not be singled out or humiliated in any way. Staff within Cramlington Kids Club will redirect the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity.
* Staff will not raise their voices in a threatening way.
* In any case if misbehaviour, 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.
* How a particular type of behaviour is handled will depend on the child’s age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he or she has done. It may also include the child apologising for their actions.
* Parents will be informed if their child is unkind to others or is their child has been upset. In all cases inappropriate behaviour will be dealt with at that time, within the setting. Parents may be asked to meet with staff to discuss their behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and our setting. In some cases we may request additional advice and support from other professionals, such as an educational psychologist or behaviour therapist.
* Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively.
* Confidential records will be kept on any negative behaviour that has taken place. Parents/carers will be informed and asked to read and sign any entries concerning their child.
* If a child requires help to develop positive behaviour, every effort will be made to provide for their needs.
* Through partnership with parents/carers and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented.
* Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

This policy was adopted on 17th February 2021

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# 1.8.2 Behaviour Statement

Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour.

By establishing clear boundaries according to the child’s level of understanding, children become aware of the setting’s routines and procedures and know what is expected of them.

This policy was adopted on 17th February 2021

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**1.8.3 Exclusion due to negative behaviour**

Cramlington Kids Club is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the setting.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child’s place at the setting, on either a temporary or permanent basis.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the setting will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Staff will always keep parent/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle causes of disruptive or unacceptable behaviour.

Staff will always liaise with the Manager/Deputy Manager and ask for support and guidance prior to excluding or suspending a child due to extreme behaviour.

Children who exhibit extreme behaviour will be dealt with in the following way:

* Parents will be informed of behaviour immediately and asked to remove the child from that session.
* Incident form to be completed.
* A letter will be sent home to advise parents that the behaviour is unacceptable and that if it persists the child will be excluded from the setting. It will be made clear in this letter that the child will only be given 2 warnings i.e. ‘2 strikes and you are out!’
* Only 2 warnings will be given to the child.

If the behaviour persists the child will be excluded from the setting for the minimum of 1 week.

Parents will be contacted to advise them when the child will be allowed back into the setting after the period of exclusion.

The child’s background and circumstances will always be taken into account when implementing this policy; however it is the paramount responsibility of Cramlington Kids Club is to ensure that all children within the setting have the opportunity to play in an environment that is safe and free from bullying or intimidation.

This policy was adopted on 17th February 2021

Signed………………………………………………

1. **The Setting**

**2.1** **Child Protection**

Staff and volunteers

Our designated persons who co-ordinates child protection issues are:

* Sheri Devine & Laura Hunter

Our designated committee member who oversees this work is:

* Helen Morris

We ensure all parents are made aware of our safeguarding policies and procedures.

We abide by OFSTED requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure no disqualified person or unsuitable person works at the setting or has access to the children.

Volunteers do not work unsupervised.

We have procedures for recording the details of visitors into the setting.

We acknowledge abuse of children can take different forms – physical, emotional, and sexual, as well as neglect.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Where such evidence is apparent, the child’s key person makes a dated record of the details of concern and discusses what to do with the setting leader or manager who is acting as the ‘designated person’.

Children can be vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and subject to the same child protections procedures.

The provider complies with local child protection procedures approved by the Area Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

All colleagues are aware of child protection issues and will be offered a child protection training course. It is recognised staff are in a position where they may notice radical changes in behaviour or a” mark” on a child and therefore the following considerations will apply:

* Could the injury have been caused accidentally, and if so, how?
* Is the child’s explanation consistent with the injury;
* Is the cause within normal acceptable limits of behaviour?

Staff may also hear the child talking about experiences, which may cause concern. This may also display inappropriate awareness of sexual behaviour. The child may approach staff and seek to disclose information. In these circumstances the following procedure will apply:

* The manager will contact the Chairperson and Social Services.
* A senior member of staff will contact the Child Protection Duty Officer.
* The member of staff who heard the child talking about their experiences which caused concern will make written notes of details immediately (within 24 hrs) giving date, time etc. A file will be kept of up to date information about any incidents for the requirements of Child Protection.

This will be confidentially filed by the senior member of staff and made available to all staff.

2.2 Recording Suspicions of Abuse and Disclosures

Where a child makes comments to a member of staff which gives cause for concern (disclosure), observes signs or signals which gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect members of staff:

* Listens to the child, offers reassurance and give assurance she/he will take action;
* Does not question the child;
* Makes a written record which forms an observation of the disclosure and includes:
* The date and time of the observation or the disclosure;
* The exact words spoken by the child as far as possible;
* Name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

These records are signed and dated and will be kept securely and confidentially.

This policy was adopted on 17th February 2021

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2.3 Allegations Against Staff

We ensure all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

We respond to any disclosure by children or staff where abuse by a member of staff or volunteer within the setting may have or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the local authority’s social care and DO department to investigate who is Carol Glasper call 01670 623979. We also report any such alleged incident to OFSTED and what measures we have taken. We are aware it is an offence not to do this.

We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.

Where the management committee and children’s social care agree it is appropriate in the circumstances, the Chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission the alleged incident has taken place, but is to protect the staff as well as children and families throughout this process.

This policy was reviewed on 17th February 2021

Signed…………………………...

2.4 Disciplinary action

Where a member of staff or volunteer is dismissed from the setting because of misconduct relating to a child, we will notify the Independent Baring Board administrators of the name to be included on the Protection of Children and Vulnerable Adults Barred List.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.5.1 Whistle Blowing and DO**

“Day care services play an increasingly important part in the lives of large numbers of children. Many services will be offering help to families and children with problems and stress. This makes them well placed to help prevent problems from developing into abuse and neglect through support to families and to recognise and act upon potential indicators of abuse and neglect.”

The role of the DO currently Carol Glasper is set out in the HM government guidance Working together to Safeguard children (2013. The NSCB has procedures for managing allegations against people who work with children, for example those in a position of trust. See procedures and display in Cramlington Kids Club office.

Cramlington Kids Club is aware children may be at risk from people outside their families and regrettably include childcare workers.

In the first instance, we have strict recruitment and selection procedure where potential staff must complete a detailed job interview, provide at least two references that are verified either by phone or in writing to the referee.

Additional all staff must hold an enhanced DBS disclosure and be deemed a suitable person by the relevant social services department. Each new staff member must additionally undertake our company staff induction training before being left in charge of any children. Staff are required to undergo additional Baby room training before working in our room for the under two’s.

It is the responsibility of the Kids Club to ensure relevant checks have been made. New staff are offered an initial three month probationary period to provide sufficient time for the management can be sure of suitability of the new staff member.

All staff can be reassured they can and have a duty to express any concerns they have about other staff or carers. Staff should be aware of their professional and legal obligation to raise legitimate concerns about the conduct of other colleagues or managers. The procedure is to raise any concerns with their immediate supervisor/manager. Approach any one of Sheri Devine, Louise Davidson and Laura Hunter or in their absence: Stacey Conroy or Vicky Mohammed.

A written report should be made immediately with as much detail and accuracy as possible. Attention to factual observation rather than personal assumption or interpretations should be made. All staff members who have been present during any incident should also be disclosed. The Management should contact Ofsted immediately. It is essential all allegations are examined objectively by staff who are independent of Kids Club.

Any staff member who has had a serious allegation made about them may be immediately suspended and asked to leave the building. They will remain on their usual pay until a conclusion has been made and they are either reinstated or dismissed. Cramlington Kids Club is fully committed to all Child Protection issues and will assist with any investigations made by Ofsted or Police.

If a staff member feels unable to approach any of the management or supervision they may approach our Chairperson Helen Morris directly or any other committee member. If a staff member feels unable to this for example if personal threats have been made they should contact Ofsted who will then advise on further action to be taken.

Cramlington Kids Club guarantees any person who raises legitimate concerns will be given confidentiality and support. Furthermore this will not prejudice the “whistle blowers” own position and prospects.

The Protection of Children Act 1999 required childcare organisations to refer names of individuals considered unsuitable to work with children to a Department of Health list, together with List 99 maintained by the Department of Education and Employment.

**2.5.2 Statement of Intent**

This is a statement of intent that demonstrates a commitment to safeguard children involved with a charity from harm. The essential inclusions for a child protection policy are outlined below:

* The welfare of the child is paramount;
* All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
* The policy is approved and endorsed by the board of trustees;
* Who the policy applies to (i.e. all trustees, staff and volunteers);
* Children and parents are informed of the policy and procedures as appropriate;
* All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children’s services and in emergencies, the Police;
* A commitment to safe recruitment, selection and vetting;
* Reference to principles, legislation and guidance that underpin the policy;
* Arrangements for policy and procedures review;
* Reference to all associated policies and procedures which promote children’s safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography.

Child protection procedures and systems

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also needed to ensure implementation and compliance.

**2.5.3 The Procedures and Systems are:**

* A named person (and deputy) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates.
* A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child’s safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children’s services, police, health and NSPCC helpline should be available.
* A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company.
* Guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration.
* A code of behaviour for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary and grievance procedures.
* Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children. In the case of trustees, because of their position within the charity, we take the view that whenever there is a legal entitlement to obtain a DBS check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children.
* A complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children.
* Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities.

It is important that each charity’s safeguarding policy and procedures are tailored to the type of contact that the charity has with children and it also needs to take into account any particular vulnerabilities of the children with whom the charity has contact; for example disabled children who are at increased risk of abuse; babies and toddlers who are vulnerable due to their age and dependence on adults;

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.5.4 Covid and Child Protection**

## Introduction

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision. On 23rd March 2020 all schools in the United Kingdom were closed on the advice of the UK Government to help delay the spread of the Coronavirus, and that they were only to remain open for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Education and child care settings are also expected to remain open to those children who are identified as vulnerable[[1]](#footnote-1) and their needs cannot be catered for at home, or they need to attend the education/child care setting as it is a safe place.

This appendix has been prepared to explain key changes and interim measures being taken within our setting to continue to meet our safeguarding requirements during these extraordinary times.

## Status of this document

This is an appendix to the main body of our Safeguarding and Child Protection Policy and will be effective from 23/03/2020 until the setting returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by Sheri Devine Centre Manager and Helen Morris Chairperson.

Any questions about the contents of this document should be directed to:

Name: Sheri Devine Job Title: Company Secretary / Centre Manager or Laura Hunter (Baby Room Manager)  
  
Email: [Info@cramlingtonkidsclub.co.uk](mailto:Info@cramlingtonkidsclub.co.uk)

Telephone: **01670 730428**

## Designated Safeguarding Lead (DSL) arrangements

It is vital that while our setting remains open a suitably trained DSL is available for consultation and advice.

The optimal scenario for our setting and one we will strive to achieve is to have a trained DSL or deputy available on site. Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are two options we will implement, the first being the preferred and second a backup option:

1. A trained DSL or deputy from the setting will be available to be contacted via phone or online video i.e. skype, if they are working off site
2. Contacting Cramlington Kids Club Early Years Consultant for advice until your own trained DSL can return to work or be available.

Diane Williamson Early Years Consultant: 01670 798820 or 07973600163 or alternatively one call 01670 536400

Where a trained DSL or deputy is not on site, in addition to one of the above options, the setting will have a senior leader who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files, liaise with the offsite DSL (or deputy) and as required liaise with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the setting.

Our DSL, deputy DSL and others with designated roles are identified in the main body of our Safeguarding and Child Protection Policy. In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by Staff Update procedure set up in Messenger or in writing.

## Contacting Northumberland First Response

Making referrals into Northumberland Early Years will continue as usual, with referrals being made via the online referral form, and telephone consultations taking place when advice is required. Where possible the referral will be made by the DSL, however if the DSL is not available in person the senior leader who is co-ordinating safeguarding on site may be required to make the referral on behalf of the DSL after getting advice from a suitably DSL.

* Online Referral Form – [www.northumberland.gov.uk](http://www.northumberland.gov.uk)
* Telephone – 01670 536400
* Email – Emma.Foote@northumberland.gov.uk

## Contacting the Local Authority Designated Officer (DO) Sheri Devine or Laura Hunter

In the instance a referral to the DO is necessary this will be actioned within 1 working day of the allegation coming to light. Should they not be available then Louise Davidson Deputy Manager will make the referral.

Contact methods for the DO will remain the same with all DO referrals being made via the online referral form. Consultation by phone may be necessary in which case this will be done via Northumberland Early Years DO (contact details above).

* Online Referral Form – Earlyinterventionhub@northumberland.gov.uk
* Email – Carol Glasper@northumberland.gov.uk/[DO@northumberland.gov.uk](mailto:LADO@northumberland.gov.uk)

## Attendance of Vulnerable Children

The attendance information for vulnerable children will be reported to the local authority on a daily basis. The method for doing this is via email to Carol Glasper

Vulnerable children may not be attending for other reasons including self-isolation, social-distancing or for another reason, these will be monitored by the setting and contact with the child and their family will be maintained via phone calls. When phone calls are not answered and contact cannot be established with a family, the setting will take the following measures:

* The Vulnerable Children’s Daily Log Attendance sheet will be completed and sent to Cramlington Kids Club First Response by email.
* Inform the child’s Social worker

## Children of concern who do not meet the ‘vulnerable’ definition

The setting may also have children about whom there are concerns, however they do not have a social worker or an Education, Health and Care (EHC) Plan so do not meet the criteria of a ‘vulnerable’ child. With these children the setting still feels that contact should be maintained to ensure safety and welfare can be monitored as best as practically possible.

## All other Children

While all children may not yet of returned the setting still have a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and setting staff can maintain oversight of their welfare as best as practically possible.

* Providing updates via Face Book, What’s app and other such media
* Sharing activity ideas and tasks

If staff have any concerns about children they will follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

## Staff Training

When the setting is open for the children or key workers or vulnerable children it will be staffed appropriately and all staff will satisfy the training requirements of ‘Keeping children safe in education, September 2019[[2]](#footnote-2)’, in that they will have had copies of the following policies and had them explained to them how they operate in the setting:

* Safeguarding and Child Protection Policy
* Behaviour Policy
* Staff Code of Conduct
* Role of the DSL (including the identity of the DSL and any their deputy/deputies)
* Part one and Annex A of Keeping children safe in education, September 2019.

In addition to the above all staff will have received appropriate safeguarding and child protection training.Further to this, all staff receive regular safeguarding updates, this is done in the following ways:

* Staff meetings
* Appraisal
* Staff information board in staff room updated monthly
* Email bulletins
* Newsletters

## Allegations against Adults working with Children

Any staff member who works in the setting will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our setting they will report these concerns directly to the Centre Manager as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the Centre Manager so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

# 2.6 Complaints Procedure

We encourage comments/concerns at an early stage, so that issues can be resolved. We believe it is important to deal promptly and fairly with any complaints that are made.

Complaints are recorded including details such as the nature of the complaint, action taken and whether the complaint was resolved.

Parents will be given a copy of the record and the Chairperson of the Committee will be informed.

In addition, the parents will be provided with the name, address and telephone number of OFSTED. The contact details are also displayed within the club and are listed below:

Ofsted Inspection Team

Piccadily Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Cramlington Kids Club will treat complaints as a valuable way of evaluation and identifying ways of improving our service.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.7 Confidentiality**

Cramlington Kids club work with children and their families this brings us into contact with confidential information. It is a legal requirement of Cramlington Kids club to hold information about the children and families using our setting. This information is used for registers, invoices and for emergency contacts. However, all records will be stored in a locked cabinet in line with data protection registration.

It is our intention to respect the privacy of children and their families and we will do so by:

* Storing confidential records in a locked filing cabinet.
* Ensuring all staff are aware that this information is confidential and only for use within Cramlington Kids Club.
* Ensuring all parents has access to files and records of their own children but not to those of any other child.
* Gaining parental permission for any information to be used other than for the above reasons.
* The staffs through their close relationship with both the children and parents are aware that specific information requested for whatever reason; the parent’s permission will always be sought. Staff members do not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs. Staff inductions include an awareness of the importance of confidentiality in the role of the key person. Where staffs breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement within Cramlington Kids Club are advised of our confidentiality policy and the need to respect it.
* Issues concerning the employment of staff will remain confidential to the people directly involved with making personnel decisions.
* Any concerns / evidence relating to a child’s personal safety are kept in a secure confidential file and are shared with as few people as possible on a need to know basis. If however, a child is considered at risk, our safeguarding policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the Cramlington Kids Club which is to the safety and well being of the child.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.8.1 Health and Safety policy**

Cramlington Kids Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and a safe environment for the children to be cared and educated in. We provide such information, training and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within Cramlington Kids Club for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size and will be revised annually or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.8.2 Aims and Objectives of Health and Safety

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout Cramlington Kids Club.
* Establish and maintain safe working procedures amongst staff and children.
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using Cramlington Kids Club, avoid hazards and contribute positively to their own health and safety and to ensure all staff has access to regular health and safety training as and when provided.
* Maintain a healthy safe setting together with safe entry and exit from it.
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating Cramlington Kids Club premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the setting.
* Follow the regulations of the Health and Safety at Work Act 1974 and any other relevant regulation.
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.

We believe the risks in Cramlington Kids Club are low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

* Ensure the entrances and exits from the building, including fire exits remain clear at all times.
* Regularly check the premises room by room for structural defects, worn fixtures and fittings.
* Ensure that all staff, visitors, parents and children are aware of the procedure to follow in case of accidents for staff, visitors and especially children.
* Ensure all members of staff take all reasonable action to control the spread of infectious diseases and they wear protective gloves and clothes where appropriate.
* No inappropriate jewellery to be worn. One pair stud earrings and wedding/engagement rings are acceptable.
* Dress code is smart and practical with sensible shoes. No nail varnish and all long hair must be tied back at all times
* No running inside the premises.
* All electrical sockets should be risk assessed and appropriate measures taken to reduce risks where necessary and there should be no trailing wires.
* All cleaning materials / toilet cleaner to be placed out of the reach of children and in original containers.
* Protective clothing should be work when cooking or serving food.
* Telephone calls must be received before 7.15am if a member of staff is not well enough to attend work.
* All staff should familiarise themselves with the position of First Aid boxes and know who the appointed First Aid person is.
* Children must be supervised at all times.
* No student should be left unsupervised at any time.

Responsibility for Health and Safety in Kids Club is that of Sheri Devine, Louise Davidson and Laura Hunter.

The Manager has overall and final responsibility for this policy being carried out at:

Cramlington Kids Club Ltd

Skipton Close

Cramlington

NE23 3ST

The Deputy Manager is Louise Davidson / Laura Hunter and they will be responsible in their absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe environment. Staff should take reasonable care of themselves and others, neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the appropriate person as named above.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees.

Other health and safety areas are managed by:

* Safety training Sheri Devine
* Safety & environmental Health inspections Sheri Devine
* Investigating accidents Sheri Devine
* Monitoring the maintenance of equipment Helen Morris
* Risk assessments Sheri Devine, Louise Davidson, Laura Hunter, Stacey Conroy

This policy was adopted on 17th February 2021

Signed………………………………………………

2.8.3 General Fire Safety

Stacey Conroy and Helen Morris as designated persons have overall responsibility for the fire drill and evacuation procedures.

These should be carried out and recorded for each group of children every three months.

A register will be maintained and kept with the fire drill register of all those who have attended a fire drill.

2.8.4 Registration

An accurate record of all staff and children present in the building must be kept at all times and children / staff must be marked in and out on arrival and departure.

An accurate record of visitors must be kept in the Visitors Book.

These records must be taken out along with the register and emergency contacts list in the event of fire.

Maintain a list of those who have attended a fire drill and hold practise sessions for those identified as not having attended a fire drill in the last year.

2.8.5 Fire Drill Procedure

On discovering a fire:

* CALMLY raise the alarm by blowing the whistle.
* Immediately evacuate the building under guidance from the manager
* Using the nearest exit lead the children out, assemble at Muster point 0 on the school field.
* Manager or Deputy Manager to check all rooms, toilets, corners, etc.,
* Close all doors behind you.

The Manager / senior of room are to:

* Pick up the children’s register, emergency contact list, mobile phone and visitor book.
* Telephone emergency services: dial 999 and ask for the fire service.
* In a safe place clear of the building – check the children against the register.
* Account for all adults.

The following must not be attempted:

* Do not try to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire
* Do not attempt to go back in if any children or adults are not accounted for.
* Advise the fire services of anyone missing.

**2.8.6 Baby Room Evacuation Plan**

Action Staff must take on hearing the Fire Alarm:

* A Staff member will collect the baby evacuation trolley and place their babies inside who can’t walk and take their Key children out to muster point
* Due to a ratio of 1:3, two additional members of staff must enter the baby room to support the removal of babies from the building
* Baby room manager must collect the child registration forms including emergency contacts
* The babies are then carried to assembly point ‘0’ on the school field
* Staff will remain with the children until given the all clear to return to the building

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.9 Equal Opportunities**

Cramlington Kids Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for children, staff, students, volunteers, visitors and parent/carers.

Cramlington Kids Club equal opportunities procedure aims to help everyone involved in the setting to challenge both indirect and direct discrimination in decision making, employment and all other areas in our organisation. Cramlington Kids Club will provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. Cramlington Kids Club will welcome and encourage parents to get involved in the delivery and to comment on the effectiveness of our policies and procedures.

Cramlington Kids Club will:

* Ensure that everyone who is part of our setting, staff, children, volunteers, students, and families will be treated with equal courtesy, understanding and respect.
* Promote understanding, respect, awareness of diversity and equal opportunity issues, in the planning and implementing of the activities on offer to children.
* Support children to celebrate and express their cultural and religious identity by providing appropriate resources and equipment.
* Encourage staff to act as positive role models in regard to courtesy, use of language and care, and at appropriate times to change any discriminatory incident.

This policy was updated on 17th February 2021

Signed…………………………………………...

**2.10 Exclusion due to sickness**

Cramlington Kids Club operate an inclusive setting where all children are welcome regardless of their race, religion. Culture, sex, ability or disability, social background etc.,

However, there are other occasions when it might be necessary to ask a parent not to bring their child to Kids Club for a short period of time. These reasons include:

* If a child is ill (see sickness policy for more detail)
* If a child has highly infectious condition such as impetigo or conjunctivitis
* If the child has a notable disease
* If the child has had a bout of sickness and/or diarrhoea within the last 48 hours

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.11.1 Childcare Payment Policies**

All childcare costs should be paid within 7 working days of receiving your bill.

Where you have made payments direct to our bank, no refunds will be made as all funds credited to our bank are to be offset against childcare and other running costs.

Where payments have been received by childcare vouchers, they are to be used for the sole purpose of childcare and do not hold a cash value and therefore not refundable.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.11.2 Unpaid Childcare Payments

The following procedures will take place if bills remain unpaid after 7 days of receiving it:

* You will receive three separate letters from the Chairperson at appropriate timely intervals of two weeks.

If childcare fees remain unpaid after receiving these letters, further childcare will be refused until an arrangement is made for payments due in cash.

Failure to pay may result in court action to pursue debt until repaid.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.11.3 Cancellations**

A cancellation charge of £5.00 per half day and £10.00 full day will be made for **any** booking that is cancelled with less than 24 hours notice. This applies to sickness too.

If you simply do not turn up on the day of booking, you will be charged the full fee amount for the day or usual time you have previously arranged.

If cancelled on the day during school holidays then the full fee applicable will be charged. If cancelled before and after school club then the first hour will be charged.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.12.1 Children’s Personal Possessions

Cramlington Kids Club provide a wide range of toys and activities for the children in our care, catering for different needs, abilities and ages. Whilst it is not necessary for children to bring additional toys with them to play with we can appreciate sometimes a child may have a particular comforter or toy they wish to bring or not leave a toy they have been playing with just before they left home.

We will try to keep all children’s toys and resources safe it may not always be possible to keep an their belongings all the time. While losses are rare we would advise of a particular toy is very special or expensive it be left at home as we will not be held responsible for loss or damage to them.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.12.2 Staff and Student Personal Possessions

Cramlington Kids Club cannot be held responsible for the loss or damage to personal possessions belonging to the staff. A register will be maintained in the office of all staff agreeing Cramlington Kids club does not take responsible for their personal effects.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.13 Settling in Policy

Our primary aim is for children to feel safe, stimulated and happy in Cramlington kids club and to feel secure and comfortable with the staff. We also want parents/carers to have confidence in both their children’s well being and their role as active partners, with the child being able to benefit from what Cramlington Kids Club has to offer.

We aim to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families. Cramlington Kids Club staff will work in partnership with parents/carers to settle their child into our settings environment by:

* Providing parents/carers with relevant information regarding the policies and procedures of Cramlington Kids Club.
* Encouraging the parents/carers and children to visit Cramlington Kids Club during the weeks before an admission is planned.
* Planning settling in visits and introductory sessions (lasting up to 1 hour approximately).
* Reassuring parents/carers whose children seem to be taking a long time to settle into the setting.
* Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
* Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the setting to ensure the family has a familiar contact person to assist with the settling in process.
* Respecting the circumstances of all families, including those who are unable to stay for long periods of times in the setting and reassure them of their child’s progress towards settling in.
* Children will not be taking on an outing from the setting until he/she has completely settled.

Staff ratio will be as follows:

1:3 for babies under 2

1:4 for children 2-3 yrs

1:8 for children 3 yrs and over

Over 8’s do not have to be included in ratios this is up to senior’s discretion.

This policy was updated on 17th February 2021

Signed…………………………………………...

**2.14 Transitions within the Setting**

It is our aim each child makes smooth transitions and feels safe and secure throughout the setting. To achieve this each child’s key worker will arrange visits to their new room 6 weeks before their birthday.

In the beginning the child will spend an hour in the room with their existing key worker and be introduced to their new key worker. The following session the child will go their new room with their key worker however, the key worker will not stay for the full session. As the child settles the key worker will leave the room and return to collect the child after their visit is over.

Approximately two weeks before the child’s birthday the parents will be invited to a meeting with the new key worker. The meeting it provides an opportunity to build rapport and get to know each other but also to ask any questions the parents may have or indeed the key worker.

The visit times will increase and by the time the child has reached its birthday they will have already spend 4 hours in their new room.

All visits will be documented in their learning journey to show how they have settled.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.15 Links Meeting & Transitions between Settings**

As part of the Cramlington Links meetings we have agreed to the following arrangements for the transfer of information between settings and schools as part of the transition process for children moving between settings and schools.

We agree that transition is a process not a one off event but a process to ensure that the child is supported to settle into the setting. The Cramlington schools and settings have many established practices to help children transfer smoothly in to, through and out the Early Years Foundation Stage and these are acknowledged. One element of this process is the exchange of information. This shared agreement is about how, when and what information could be shared and does not preclude any setting or school from following their own processes but these are the procedures for sharing information that we all agree upon.

* Permission to share information with receiving settings will be sort from the child’s Mum, Dad and / or carer
* Receiving schools will request from the child’s Mum, Dad and / or carer information about the child’s previous childcare arrangements or attendance at PVI settings
* Settings will request information from the child’s Mum, Dad and / or carer about the child’s next setting
* The child’s Mum, Dad and / or carer will receive the child’s learning journal from the present setting and the setting will be responsible for informing them that it should be shared with child’s next setting /school.
* It will be up to the receiving setting or school to request to view the learning journal if they so wish
* Records showing the child’s position in the developmental age band will be sent to the receiving school or setting
* Settings and schools feel enabled to contact each other where necessary
* All settings and schools agree with preliminary visits for children and actively encourage this as part of the transition process.
* Settings and schools will exchange information before the summer holidays or within two weeks of the child’s leaving date

Good practice

The following points are recognised as good practice but are not part of the universal agreement.

* Visits
  + home visits
  + visits by practitioners to the receiving or sending settings
* Individual written summary sheets summarising the children’s progress, learning in the three prime and four specific areas of learning and characteristics of effective learning.

This policy was adopted on 17th February 2021

Signed………………………………………………

2.16 No Smoking Policy

Children’s health and wellbeing is of utmost importance for the children in our care. Smoking has proved to be a health risk and in accordance with childcare legislation, Cramlington Kids Club operates a strict no smoking policy within its building and grounds. Parents are respectfully requested to abstain from smoking whilst on the premises. This rule also applies to staff, students, carers and visitors. Staff accompanying children outside the setting are not permitted to smoke e.g. whilst on an outing.

We respect it is personal choice to smoke, although the setting supports healthy lifestyles and therefore will help staff and parents to stop smoking by:

* Access to NHS quit smoking helpline/website [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)
* Offering information regarding products available to help stop smoking
* Offering in-house support.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.17.1 Special Educational Needs**

Cramlington Kids Club is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences. This will enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

We feel it is paramount to find out as much as possible about a particular child’s condition and the way that affects his/her educational care needs by:

* Liaising with the child’s parents
* Liaising with any professional agencies
* Reading any reports that have been prepared
* Attending any review meetings with the local authority
* Regularly monitoring observations carried out on the child’s development.

All children will be given a full settling in period when joining Cramlington kids club according to their needs.

**2.17.2 Special Needs Aims**

* Provide practitioners to help support parents and children with learning difficulties and/or disabilities.
* Work in partnership with parents and other agencies in order to meet individual children’s needs, including the health and education authorities, and seek advice, support and training where required

Our Special Educational Needs Co-ordinators (SENCO’s) is Anna Laidler.

Anna works closely with staff members to ensure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the club especially making sure plans and records are shared with parents.

**2.17.3 Special Needs Procedures**

* Ensure that our physical environment is as far as possible suitable for children with disabilities.
* Work closely with parents of children with learning difficulties and/or disabilities to create and maintain a positive partnership.
* Ensure that all parents are informed at all stages of the assessment, planning, provision and review of their children’s education.
* Provide parents with information on sources of independent advice and support.
* Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools.
* Provide differentiated activities to meet all individual needs and abilities.
* Use a EHA (Early Help Assessment)
* Provide complaints procedure when requested.
* Monitor and review policy

This policy was updated on 17th February 2021

Signed…………………………………………...

**2.18 Children with Additional Needs**

Cramlington Kids Club is aware that some children have additional needs and / or physical disabilities which may require particular support and assistance. We are committed to taking appropriate action to make sure all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

Cramlington Kids Club believes that children with additional needs or physical disability have the same rights to play, learn and to be able to develop to their full potential alongside other children. Cramlington Kids Club has appointed Anna Laidler as Additional Needs and Disability Co-ordinator.

All members of staff will be expected to assist the Additional Needs and Disability Co-ordinators in caring for children with special additional needs and/or physical disabilities.

The Co-ordinators responsibilities will include:

* Working alongside all staff is aware of all legislation, regulations and other guidance on working with children with additional needs and/or physical disabilities.
* Working alongside all staff working with children with special educational needs and/or physical disabilities and have appropriate skills and training.
* Co-ordinating regular monitoring and reviews of children’s progress; involving parents/carers, other members of staff, relevant representatives from statutory agencies and, if appropriate, the child themselves. Staff will also be responsible for ensuring that any actions following reviews are followed through.
* Assessing each child’s specific needs and adapting Cramlington Kids Club facilities, where possible, procedures, practices and activities as appropriate.
* Ensuring that children with special educational needs and/or physical disability are fully considered when activities are being planned and prepared.
* Liaising with other agencies and seeking advice, support training for themselves and other staff as is necessary.
* Supporting other members of staff to become more skilled and experienced in the care of children with special individual needs and/or physical disabilities.
* Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.

This policy was updated on 17th February 2021

Signed…………………………………………...

2.20 Working in Partnership with Parents and Carers

We will welcome all parents into the club at any time.

We believe that children benefit most when parents and staff work together in partnership to ensure quality care and learning for the children. Cramlington Kids Club staff welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important to us that we are able to support parents in an open and sensitive manner. Communication between parents and staff is very important to achieve this.

Our policy is to:

* Recognise and support parents as their child’s first and most important educators, and welcome them into the life of Cramlington Kids club.
* Welcome nursing mothers, Cramlington Kids Club will make available a private area whenever needed to offer space and privacy to these mothers.
* Encourage regular contact with parents to help us build a secure and beneficial working relationship for their children.
* Inform parents about Cramlington Kids club activities through regularly distributed newsletters.
* Operate a key person system involving parents for open discussions and information sharing regarding Cramlington kids club and home circumstances, and individual needs.
* Inform parents on a regular basis about their children’s progress and involve them in the shared record keeping about their children (pre school age only). Baby Unit staff will complete individual diaries to record details of each child’s daily activities.
* Consider and discuss fully all suggestions from parents concerning the care and education of their child and the running of Cramlington Kids Club.
* Inform all parents of the systems for registering queries, complaints or suggestions and to check that these systems are understood by parents. All parents have access to our written complaints procedure.
* Respect the family’s religious and cultural backgrounds and to accommodate any special requirements wherever possible and practical to do so.
* Find out the needs and expectations of the parents. These will be obtained through regular feedback via questionnaires and a suggestion system. These are then evaluated by Cramlington Kids Club staff to promote good practices, policy and staff development.

Staff will continue to work in partnership with the parents, to promote mutual respect and meet the needs of the children, both individually and as a group.

Parents will be informed that we operate a parental agreement / contract that will include, basic information about Cramlington Kids Club, up to date emergency contacts and child’s personal details. It also contains information regarding conditions of acceptance and arrangements for payment.

Expectations are shared and information exchanged. Parents will have access to any records written about their child and will maintain confidentiality about matters concerning families and children (unless it is a child protection issue).

This policy was updated on 17th February 2021

Signed………………………………………………………………….

**2.20 Visitors**

Cramlington Kids club is very aware of our role in keeping every child safe. Whilst children need to mix with other children and adults it is our responsibility to ensure the suitability of those they come into contact with during the hours when we are open.

Therefore we will request identification from visitors not know to us and refuse entry of those we are not sure of.

We will endeavour wherever possible to arrange for any maintenance work to the property to be carried out at weekends and not during opening hours.

We will maintain a visitors book at reception which will state identity, purpose of visit, arrival and departure times. We will identify visitors with stickers while they are in the building until they sign out.

This policy was updated on 17th February 2021

Signed………………………………………………………………….

**2.21 Terrorist Attack or National Emergency Policy**

The care and security we provide to all our children is paramount. As an Ofsted setting, we will do everything in our powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in an incident, we will fully comply with the instructions from the emergency services and constantly reassure the children in our care. If any of our parents or carers are caught up in an incident we will continue to look after your child until you or a person nominated is able to collect them.

We understand during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will still try on a regular basis keep our parents up to date and ask they do the same if they are the ones caught up in something.

We will keep up to date on the situation using any media source available to me, radio, television, internet etc., we will endeavour to protect your child from information or images that may alarm or distress them.

This policy was updated on 17th February 2021

Signed………………………………………………………………….

**2.22 Food Supplied by Parents Policy**

Cramlington Kids Club fully understands some children can be fussy eaters. However, we follow the healthy packed lunch policy and would ask parents not to over fill the packed lunch boxes with cakes, chocolate and high sugared foods.

For a more healthy choice we would suggest the following:

Sandwich / Pasta / Wrap with a portion of dairy such as cheese or yoghurt with one portion of fruit and/or vegetables.

When parents provide packed lunches for their child we ask that they be aware of food hygiene when preparing packed lunches or snacks and also be aware of the following:

* This includes checking dates for consumption of both dried and perishable foods and correct storage of food items when brought into Kids club.
* As consumption of all food on the premises, inclusive of packed lunches provided by parents it is ultimately our responsibility the following policy be observed at all times.
* Any food not consumed by a child will be returned in the same lunchbox it came in so the parents are aware of how much their child ate.
* The only occasion where food will not be returned is any that is out of date as these cannot be stored on the premises.
* Food brought to the setting should be in a named lunch box and we will store the boxes in a cool environment.

This policy was updated on 17th February 2021

Signed………………………………………………

**2.23 Premises Security Policy**

Cramlington Kids Club will ensure at all the front, back and side doors are safe and secure. We will do this by:

* Locking the front door after each parent has entered or left the building
* Shutting the garden gates
* Checking all perimeter fences are intact

Ensuring all visitors have signed in and out after departure

This policy was updated on 17th February 2021

Signed………………………………………………………………….

# 2.24.1 Safe Recruitment Policy

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

**2.24.2 Advertising the Vacancy**

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

**2.24.3 Initial Enquiry**

Upon enquiring about a vacancy, we will send potential candidates:

1. a job description
2. a person specification
3. an application form

The application form includes:

1. instructions that the application form must be completed by hand
2. a declaration that all information is correct
3. a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned for any relevant offence
4. a request for the contact details of two referees one of which should be the last employer; (if this is the candidate’s first job, their course tutor is a suitable alternative)

In order to be considered for interview, all applicants must submit a hand-written application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

**2.24.4 Interview Procedure**

We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the inteview:

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

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

Only when all candidates have been interviewed and observed in a session will we make our final selection.

* + 1. **Appointing a New Member of Staff**

When we have selected the successful candidate, we will:

* Send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and a clear enhanced DBS check
* Contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
* Initiate an enhanced DBS check for the candidate
* Ask the candidate to complete a health questionnaire
* Notify any unsuccessful interviewees

We will also take photocopies of the new member of staff’s qualification certificates and proof of identity and keep these on file, toegether with their returned DBS check.

When a new member of staff starts work at Cramlington Kids Club we will give him or her:

* Our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
* All our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file

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

**2.24.6 DBS / DBS Checks**

New staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them. If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until their clear DBS check has been received.

DBS checks for all staff will not be updated every three years. However, any incidents involving any involvement with the policy must be disclosed to Helen Morris or Sheri Devine immediately. Withholding any information relating to police disclosures will be treated as gross misconduct and result in instant dismissal. Information about the status of DBS checks for all staff is kept on our **Central DBS Record** form.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.25 Mobile Phone and Cameras**

**Policy statement**

Staff, visitors, volunteers, students and children are not permitted to use mobile phones to take or record any images of children. Staff must use the designated cameras whenever they are taking photographs in the setting. We take steps to ensure there are effective procedures in place to protect children from unacceptable use of information communication technology (ICT) equipment or exposure to inappropriate materials in the setting.

**Procedures**

Under the Data Protection Act 1998, the setting must seek parental consent to take photographs and use recorders. The parent / carer of each child is required to complete the consent form.

All images are stored in line with the Data Protection Act 1998. All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.

The following aspects of security are to be managed accordingly:

**2.25.1 Physical Security**

Effective measures will be put into place to ensure physical security and to protect against threft, including that of laptops, computers, cameras and any personal data including photographic images. The designated camera will be kept locked away in a safe place.

**2.25.2 Computer Secuirty**

Effective measures are to be implemented to ensure computer security. Awareness will be raised in respect of technological advancements which could put online systems at risk. Photos may only be printed from the computer in the Kids Club office.

**2.25.3 Security Procedures**

Are to be proportionate to potential risk involved and must be subject to monitoring review and consent. Photographs will be stored on a SD card until the images are no longer required.

In case of an outing or other activity away from the setting, risks must be minimised e.g. print of all photos from the SD card then delete from the memory before taking the device from the setting.

All images including those held within the learning journals will remain on site at all times unless prior explicit consent has been by both Designated Practitioners for Safeguarding and the parent or carer of any child or young person captured in the photograph. Should permission be given to take images off site, all relevant details are recorded, for example who, what, when and why.

Children have their photograph taken as evidence of their achievements for developmental records. Photos may be taken during indoor and outdoor play and displayed in albums or child’s development record / learning journals for children and parents to look through.

Use of cameras and mobiles is prohibited in the toilet or changing room area.

**2.25.4 Email**

Children are not permitted to use email in the setting. Parents and staff are not permitted to use setting equipment to access personal emails.

Staff do not access work email during supervision of children.

**2.25.5 Mobile Phones – children**

Children are not permitted to use mobile phones in the setting. If a chid has a mobile phone with them, the child will be asked to store the phone in their bag until they are collected by their parent / carer at the end of the session.

**2.25.6 Social Media**

Staff are advised to manage their personal security settings to ensure their information is only available to the people they choose to share information with.

Staff should not accept children as their friends due to it being a breach of expected professional conduct.

Staff should not share any information they would not want children, parents or colleagues to view.

Staff should report any concerns or breaches to the designated person at the setting.

**2.25.7 Internet Access**

**Children in Cramlington Kids Club do not have access to the internet.**

All computers for use by the children are located in an area clearly visible to staff.

Children are not allowed to access social media networking sites during their time at the setting.

Staff report any suspicious or offensive material, including material which may incite racisim, bullying or discrimination to the internet. Watch foundation a1 [www.iwf.org.uk](http://www.iwf.org.uk)

If staff become aware a child is the victim of cyber-bullying they will discuss this with the child’s parents and refer them to sources of help such as the NSPCC on 0808 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk) or child line on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

**2.25.8 Data Storage and Retention Policy**

**Statement of intent**

Cramlington Kids Club recognizes that parents have a right to know that the information they share with us will be regarded as confidential as well as be informed about the circumstances when and the reasons why, we are obliged to share information.

**Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**Consent**

When parents choose Cramlington Kids Club for their child they share information about themselves and their families this information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases as well as the kinds of circumstances when we may not seek their consent. We inform them as follows:

* Our policies and procedures set out our responsibility regarding gaining consent to share information;
* We may cover this verbally when the child starts or include this in our parental agreement form;
* Parents sign our registration form to confirm they understand this;
* We ask parents to give written consent to share information about any additional needs their child may have.
* Some parents may share information about themselves with other parents as well as with us, we cannot be held responsible if information is shared by those parents whom the person has confided in;
* We will keep copies of correspondence and the replies on the child’s file.

**Records**

We have record keeping systems in place that meet legal requirements on how we store and share that information, takes place within the framework of the Data Protection Act 1998 and the Human Rights Act 1998.

* To prevent a crime from being committed or to intervene where one may have been or to prevent harm to a child or adult;
* Where there is evidence that the child is suffering or is at risk of suffering significant harm;
* Where there is reasonable cause to believe that the child maybe suffering or is at risk of suffering significant harm;
* To prevent significant harm arising to children, young people or adults including the prevention, detection and prosecution of serious crime.

We record discussions regarding concerns on sensitive matters and discuss these with our designated person – Sheri Devine and Laura Hunter, from the management team

We record decisions made and follow the procedures for reporting concerns as per our Safeguarding Policy. All information recorded is stored securely in the office, in a locked filing cabinet.

All information gathered before a child starts at Cramlington Kids Club is kept securely in a locked filing cabinet. Computers may be used to type reports and correspondence to parents.

Our staff discuss children’s general progress and wellbeing together in meetings but more sensitive information is restricted to our managers and the child’s Key Person and is shared with other staff on a need to know basis.

Our discussions with other professionals take place within a professional framework and not on an informal basis.

Sensitive subjects may be discussed with a child’s Key Person and parent away from the main nursery room to maintain confidentiality.

We keep two kinds of records on file on children attending Cramlington Kids Club;

1. **Personal Records**

* Contractual matters which include a copy of the signed parent contract, the child’s days and times of attendance and a record of children’s fees – these may be stored on a computer programme or in paper form;
* Early Support including any additional focused intervention provided by Cramlington Kids Club, i.e. support for behaviour, language or development that needs an IEP;
* Welfare concerns –records of all welfare concerns including statements of Special Educational Needs and any information regarding a looked after child;
* Correspondence and reports including a copy of the child’s 2 year progress check and/or letters and emails to and from other agencies and any other confidential reports;
* Ofsted – we may be required to hand child’s personal files to Ofsted as part of an inspection or investigation process;
* We retain child’s records for three years after they have left Cramlington Kids Club except records that relate to an accident or child protection matter which are kept until a child reaches the age of 21 years or 24 years respectively.
* Developmental Records
* These include observations of children in Cramlington Kids Club, photographs, samples of their work and developmental reports.
* Person, the child and the child’s parents/carers.

1. **Transfer of Records**

* We recognize that children sometimes move to another Early Years Setting before they go on to school although many well leave Cramlington Kids Club to enter a reception class at school. We prepare children for these transitions and involve parents and the receiving school in this process. We prepare records about a child’s development and learning in the EYFS in order to enable smooth transitions and we share appropriate information with the receiving setting or school at transfer. Confidential records are shared where there have been child protection concerns according to the process required by our LSCB.
* Where a EHA has been raised in respect of any welfare concerns Cramlington Kids Club will pass the name and contact details of the lead professional onto the receiving setting or school.
* Where there has been a Section 47 investigation regarding a Child Protection concern, we will pass the name and contact details of the child’s Social Worker on to the receiving setting or school regardless of the outcome of the investigation. We will post or take the information to the school or setting ensuring it is addressed to the settling or schools designated person for child protection and marked as Confidential.
* We do not pass any other documentation from a child’s personnel file to the receiving setting or school.

**Provider Records**

* We keep records and documentation for the purpose of maintaining our business these include records pertaining to our registration, lease documents, financial records pertaining to income and expenditure,
* policies and Risk Assessments, employment records of staff including their name, home address and telephone number, these also covers students and volunteers;
* All records are the responsibility of the management to ensure they are kept securely and kept in an orderly way;
* Financial records are kept up to date for audit purposes;
* Health and Safety records are maintained which include Risk Assessments;
* Our Ofsted registration certificate is displayed along with our public liability insurance.

**Legal Framework**

* Data Protection Act 1998
* Human Rights Act 1998
* Children Act 1989 & 2004
* Information Sharing guidance for practitioners and managers DCSF 2008
* Freedom of Information Act 2000

Please read this in conjunction with our Safeguarding Policy, Health and Safety Policy, Looked After Children Policy, Transition Policy and Confidentiality Policy.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.26 Unexpected Closure Policy**

Cramlington Kids club will endeavour to provide a service for the hours and times as stated in our policy and procedures.

If for any reasons we are not able to open, depending on circumstances we may have to operate from another building or shut down altogether.

If lighting, heating or water is shut off to the premises then we may temporarily move into the school hall until the situation is remedied.

Where is has been significant damage to the building and / or the school hall is not available for our use we will endeavour to help you find alternative emergency childcare until we can provide a service again.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.27 Overnight Care Policy**

Our restriction to provide overnight care was removed by Ofsted on 8th May 2013. We currently do not see a need to provide this service however, we will always explore opportunities should a market for this service present itself.

This policy was adopted on 17th February 2021

Signed………………………………………………

**2.29 Animal / Pet Contact Policy**

Cramlington Kids Club believe children can learn a lot from having contact with animals and at times have animals visit the setting or occasionally the children are taken to local farms.

Certain procedures must be followed to ensure the safety of the children:

* Children must be encouraged to treat all animals with respect, learning how to handle them correctly
* Children must wash their hands after any contact with animals and understand the reasoning behind this
* Children must be taught that not all animals are child friendly and they should always check with the animals owner before attempting to stroke or handle them
* Food for the pet while visiting the premises must be stored safely away from children’s reach
* A high standard of hygiene must be followed at all times with careful thought as to where any feeding bowls or drinking bowls for the animals are placed.

The gardens are checked each day before play to ensure no other animal has fouled in it.

This policy was adopted on 17th February 2021

Signed………………………………………………

1. **Safeguarding Children** 
   1. **Alcohol and Drugs Policy for Staff and children**

Cramlington Kids Club are committed to promoting the health and wellbeing of children and their families. We do not condone the miss use of drugs including alcohol and smoking. The use of alcohol, illegal drugs or tobacco is forbidden within the grounds of Cramlington Kids Club and Eastlea Primary School and the immediate encompassing areas including the buildings, car park and grounds.

This policy is informed by the following legislation:

UN convention on the Rights of the Child – The Children’s Act 1989 – The Children’s Act 2004 – Control of Substances Hazardous to Health Regulations (COSHH)

This policy aims to include the following aspects:

* To protect children, parents and staff wherever possible from second hand smoke
* To provide clear message to all parents / carers, staff, volunteers and visitors using Kids Club about our policies on smoking, illegal drugs and alcohol.
* To provide appropriate support to any child thought to be at risk.
* To follow law around smoking, illegal drugs and alcohol.

**Illegal drugs and alcohol**

* Illegal drugs are forbidden anywhere on the grounds of Cramlington Kids club. This applies to all children and families using the facilities. All staff and student / placement volunteers. It also applies to parents / carers, staff taking part in offsite activities organised by Cramlington Kids Club.
* Alcohol should not be consumed on Cramlington Kids Club premises at any time.
* Staff members and parents / carers should not bring alcohol for consumption on the premises at any time.
* Any staff member who appears to be under the influence of alcohol or illegal drugs will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin. If there are serious concerns about a staff members’ use of drugs / alcohol outside of their working hours we will review the impact in line with the Kids Clubs’ safe guarding and policy.
* Use of or supply of illegal drugs on the premises will be treated with the upmost seriousness where illegal substances are discovered we will inform the police.
* If any child is thought to be under the influence medical help will be sought at once and first aid given if required. We will inform Social Services and the parents.

**Procedure for dealing with drunk, violent / abusive behaviour from parents**

* If a parent / carer is wishing to collect a child while under the influence of drugs / alcohol, the staff member will immediately request of another staff member and do our best to persuade the parent / carer to keep their child/ren on the premises or to find an alternative appropriate adult to come and escort them home and provide care. Children will not be allowed to leave with a parent or carer who is deemed to be under the influence of illegal drugs or alcohol. We will do our upmost to contact other carers from the child’s record forms. If this is unsuccessful we will contact Social Services inline with our safe guarding policy.

This policy was updated on 17th February 2021

Signed………………………………………………………………….

**3.2 Language Policy**

This policy is for children who have English as a second language. We at Cramlington Kids Club have made a commitment to value the language and cultures of all the children in our setting. We will endeavour to promote a positive attitude towards bilingualism and provide opportunities for the development of the child’s home language.

I understand young learners need time to observe, tune into the new language and try out things that are unfamiliar. We will work closely with the family to ensure the needs of the child are met. We will seek their support to obtain books and resources in their home language.

This policy was updated on 17th February 2021

Signed………………………………………………………………….

* 1. **Loss or Change of Circumstances Policy**

We at Cramlington Kids Club believe coping with change can be very difficult for a child to cope with especially where it concerns parents getting divorced. Or loss such as death of relative or family pet children can display their emotions in a variety of ways.

As caring and professional carers we will work with parents to support each child through difficult times they may encounter. We are aware of different religions and cultures have different rituals and attitudes towards death and divorce and so we will be guided by our parents/carers in these circumstances.

We will support each child by:

* Encouraging each child to ask questions and answer them to the best of our ability, honestly and simply using language and words that are age appropriate
* Talking to the child about the person/animal who has died
* Offering to listen to the child so they can share their thoughts and emotions in a safe and caring environment with a familiar and sympathetic adult
* Observing the child and noting any concerns or changes to their play and interaction with others and feeding back these to the parent / carer
* Finding appropriate ways for the child to become involved in remembering the person / animal eg memory box or jar
* Regularly discussing with parents how the child is coping but not in front of the child
* Ensuring other children who attend (according to their age) understand they might be more sensitive at the moment and may need to be given more space or support

This policy was updated on 17th February 2021

Signed………………………………………………………………….

# 3.4 Encouraging Positive Behaviour

Staff will encourage good behaviour by:

* Praising and reinforcing good behaviour.
* Encouraging sharing and negotiation.
* Making sure staff, volunteers and students set good examples.
* Consulting with children about “rules”; helping children understand the effects of their behaviour on others;
* Helping children to challenge bullying;
* Encourage responsibility, such as helping tidy up and caring for pets.

**3.5 The Adult Role**

When managing behaviour it is important to:

* Recognise that children are learning to deal with a range of emotions and feelings, acknowledge those feelings and work with children to find constructive solutions.
* Explain to children why the behaviour is unacceptable.
* Avoid damaging children’s self esteem. For example, by humiliation, segregation and withholding food.
* Avoid discussing children’s behaviour with staff or parents in front of them or others.
* Help children to find solutions to conflict.
* Be consistent when applying agreed procedures.

This policy was adopted on 17th February 2021

Signed………………………………………………

# 3.6 Physical Contact

At Cramlington Kids Club we are aware some children like to be affectionate and show it through hugs, kisses etc others are not so tactile. We are happy to hug, or hold hands, or tickle your child providing parents, carers and children are happy with this. We would never force a child to do any of the above if it made them feel uncomfortable.

We will restrain a child only if they are at risk of inflicting harm on themselves or others. We will separate children if they are fighting. We will restrain a child only if they try to run into the road. If we do need to restrain your child we will document it in incident record form and ask you to sign the record. This is to protect all parties (see behaviour management)

We will also need to have some physical contact with your child in order to ensure hygiene routines are carried out, ie washing hands and wiping of noses. We are happy to assist with toileting according to the age and stage off the ability of the child and to change nappies if required. If necessary we will change a child’s clothes if they have had an accident.

Smacking or any other physical punishment will not be used under any circumstances. Alternatives to using physical intervention will always be used.

This policy was adopted on 17th February 2021

Signed………………………………………………

**3.7 Safeguarding Children Policy**

At Cramlington Kids Club we are responsible as a setting to ensure the safety and welfare of all the children in our care in line with the procedures laid out by our local Safeguarding Children’s Board.

We have all received training on Safeguarding Children (Child Protection) and we are award of the signs and symptoms of child abuse, physical, emotional and sexual and those of neglect.

If we have reason to believe any child in our care is being abused in any way we will report the matter to the Duty Social Worker for Social Services, Child Protection Team. Under these circumstances we will not be able to keep information relating to a child confidential but will need to share it with Ofsted as soon as practical (within 14 days), Social Services and the Police if requested. Telephone numbers and Social Services contacts are displayed in office together with the referral process.

This policy was adopted on 17th February 2021

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* 1. **Multi agency Pathway for Bruising in Pre-Mobile Infants**

This protocol provides front line multi-agency professionals with a knowledge base and action strategy for the assessment, management and referral of pre-mobile infants’ who present with bruising or otherwise suspicious marks.

A pre-mobile infant is a baby who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independent. This includes all babies under the age of 6 months.

Bruising is the commonest presenting feature in physical abuse in children.

The younger the child, the higher the risk that bruising is non-accidental, especially where the child is under 6 months.

Bruising in any pre-mobile infant, should prompt an immediate referral to children’s social care (irrespective of if the bruise is explained) who will arrange an urgent medical assessment by a senior paediatrician.

Any child who is found to be seriously ill or injured in whom abuse is suspected, or in need of urgent treatment or further medical investigation, should be referred immediately to hospital at the same time as referral to children’s social care.

Consideration should be given to applying this protocol to older children who are not independently mobile by reason of a disability. If in any doubt, professionals should discuss the case further. Bruising in any child ‘not independently mobile’ should prompt suspicion of maltreatment.

A referral to children’s Social Care should be made by the first professional to learn of or observe the bruising. Northumberland Children’s Social Care – First Contact on 01670 536400 or out of hours 0345 6005252.

All telephone referrals should be followed up within 48 hours with a written referral.

Children’s Social Care will take any referral made under this protocol as requiring further multi-agency investigation.

Children’s Social Care will take responsibility for making an urgent referral to paediatric services. For the paediatric opinion, they will contact the duty paediatrician by phoning local hospital.

The professional making the referral must reach a decision about whether or not the child can be safely transported to hospital by some other method.

Non-attendance at the hospital should initiate immediate Child Protection procedures between Children’s Social Care and the Police.

A bruise must never be interpreted in isolation and must always be assessed in the context of medical and social history, developmental stage and explanation and relevant investigations must be undertaken under the care of a Consultant Paediatrician.

Innocent bruising in pre-mobile infants is rare. It is the responsibility of Children’s Social Care and the paediatrician to decide whether bruising is consistent with an innocent cause or not.

Parents and carers’ should be included as far as possible in the decision making process, providing this does not pose further risk to the child. If a parent or carer is uncooperative or refuses to take the child for further assessment, this should be reported immediately to Children’s Social Care.

Information should be shared with the child’s GP and Health Visitor or Public Health Nurse.

The importance of signed, timed, dated, accurate, comprehensive and contemporaneous records cannot be overemphasized.

It is not always easy to indemnify with certainty a skin mark as a bruise. Less clear cut lesions such as Mongolian Blue Spots or birthmarks should be promptly discussed with the child’s Health Visitor or GP.

If a Pratitioner has any concerns about any mark, caution should be exercised and discussion should be made with the Children’s Social Care and/or Paediatric services.

This protocol is necessary directive. While it recognizes that professional judgement has to be exercised at all time. It errs on the side of safety by requiring that all pre-mobile infants with bruising be referred to Children’s Social Care.

* 1. **Preventing Extremism and Radicalisation Policy**

Cramlington Kids Club is committing to providing a secure environment for all of the children where they feel safe and are kept safe. All adults at Cramlington Kids Club recognise that safeguarding is everyone’s responsibility irrespective if the role they undertake.

**‘Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm’ (Home Office, Prevent Strategy – June 2015)**

In adhering to this policy, and the procedures therein, staff and visitors will contribute to Cramlington Kids Club delivery of the outcomes to all learners, as set out in S10 (2) of the Children’s Act 2004. This Preventing Extremism and Radicalisation Safeguarding policy is one element within our overall arrangements to safeguard and promote the welfare of all learners in line with our statutory duties set out at S175 of the Education Act 2002.

**Objectives**

The Preventing Extremism and Radicalisation Policy is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views. There are different forms of extremist in the UK and the world ie – ISIL (Islamic State) Al-Qaeda, Boko Haram, British Defence League, Animal Rights extremist groups such as SPEAK, Irish republican Army (IRA) Anti Abortion groups, to name a few.

We recognise that we are well placed to be able to identify safeguarding issues linked to the dangers of extremist views and this policy clearly sets out how our setting will deal with such incidents and identifies how our ethos underpins our actions.

**The objectives are that:**

* All committee and staff will have an understanding of what radicalisation and extremism are is and why we need to be vigilant in our setting.
* All committee and staff will know what the school policy is on tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
* All members of staff are able to identify children who may be vulnerable to radicalisation to respond by following whole Cramlington Kids Club safeguarding procedures with immediate effect.
* All children will understand the dangers of radicalisation and exposure to extremist views; learning about key British values to build resilience against these views and knowing what to do if they experience them.
* All parents and carers and children will know that Cramlington Kids Club has policies in place to keep the children safe from harm and the setting regularly reviews its systems to ensure they are appropriate and effective.

There is no place for extremist views of any kind at Cramlington Kids Club whether from internal sources, - children staff or committee or external sources or individuals. Our children see our setting as a safe place where they can explore controversial issues safely and where staff are encouraged to facilitate this we have a duty to ensure this happens.

Cramlington Kids Club recognises that there is no single way of identifying a pupil who is likely to be susceptible to terrorist ideology. As part of wider safeguarding responsibilities staff will be alert to :

* Disclosures by pupils of their exposure to extremist actions, views or materials of others outside of setting such as in their homes or community groups, especially where children have not actively sought these out.
* Graffiti symbols, writing or art work promoting extremist messages or images
* Children accessing extremist material on line, including networking sites
  1. **Female Genital Mutilation Policy**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGW Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

At Cramlington Kids Club we have a robust and rigorous safeguarding procedure and protecting children in our care is paramount. If a member of staff had concerns over a child they would report it to the safeguarding officer in the setting (Sherie Devine or Laura Hunter) who would then decide whether a referral was needed to Social Services.

Types of genital mutilation is classified into four major types:

1. Often referred to as a Clitoridectomy, this is partial or total removal of the clitoris and in cases, only prepuce.
2. Often referred to as infibulation, this is narrowing of the vaginal opening through the creation of a covering seal. The seal is formed by cutting and repositioning the Labia Minora, sometimes through stitching, with or without the removal of the clitoris.
3. Often referred to as excision, this is the partial or total removal of the clitoris and the Labia Minora, with or without excision of the Labia Majora.
4. This includes all other harmful procedures to the female genitalia for non-medical purpose eg pricking, piercing, incising, scraping, burning and cauterizing the genital area.

This policy was adopted on 17th February 2021

Signed………………………………………………

**3.11 Domestic Violence with Parents**

**County Lines**

Criminal Exploitation of children is geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism 12 should be considered. Like other forms of abuse and exploitation, county lines exploitation:

* Can affect any child or young person(male or female) under the age of 18 years;
* Can affect any vulnerable adult over the age of 18 years;
* Can still be exploitation even if the activity appears consensual;
* Can involve force and/or enticement-based methods of compliance and is often
* accompanied by violence or threats of violence;
* Can be perpetuated by individuals or groups, males or females, and young people
* or adults; and
* Is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Whilst age may be the more obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Domestic violence is on the rise within Northumberland which make its paramount we spot and act upon any signs and symptoms without haste.

Where domestic abuse is taking place in a child’s home the child is at risk of harm whether they witness the violence or not.

In these cases we would encourage the parent to complete a RIC (Risk identification check) and refer them to the correct support agency:

Domestic champions

DNA’s charity

NDAS 01434 608030

Grace (Rape crisis) 0191 2220272

DAS 01670 820199

**3.12 Domestic violence with regards to a staff member**

If a staff member disclosed to us that they have been a witness to Domestic abuse we would act accordingly:

* Fill out a RIC (Risk Identification Checklist)
* Direct one of the services and they will help them through the process

At Cramlington Kids Club we would support them by giving emotional support and allow time off to attend meetings or counselling sessions if needed.

This policy was adopted on 17th February 2021

Signed………………………………………………

**3.13 Victim Grooming: Protect Your Child from Sexual Predators**

“Grooming Process” and recognizing the danger signs of “grooming” are the first steps in arming yourself with the information needed to calm your fears and protect your child from sexual predators. What is “Grooming”?

* A process of identifying and engaging a child in sexual activity.
* It involves an imbalance of power and elements of coercion and manipulation.
* It involves motivation and intent to sexually exploit the child. Who is targeted? Predators typically target children with obvious vulnerabilities:
* Unpopular
* Feels unloved
* Seeking attention and friendship
* Low self-esteem and lack of confidence
* Isolated from peers
* Spends time alone
* Often unsupervised
* Experiencing family problems How are victims approached by predators?
* Typically presents self positively to child.
* Exhibits interest in the child.
* Is complimentary.
* Learns child’s habits, likes, dislikes.
* Pretends to share common interest, backgrounds, experiences, etc.

What is the purpose of grooming?

* The perpetrators goal is to MAKE A VICTIM by increasing access to the victim and decreasing
* the likelihood of their intent being discovered by others, including the victim.
* The perpetrators goal is also to make the potential victim feel comfortable enough to be close with the offender, to be alone with the offender, and to keep the sexual behavior a secret
* Grooming is a process that typically consists of the following steps:

1. Building Trust and Breaking Down Child’s Defenses

* Pretend to share common interests, backgrounds, experiences, etc.
* Give gifts as tokens of friendship.
* Play games.
* Give rides.
* Provide access to valuable items, privileges, or activities typically unavailable or off limits.
* Flatter and make child feel special and somehow indebted. • Offer a sympathetic and understanding ear (i.e., “No one understands you like I do”; “I am here for you”; “I know what that’s like”, etc.)

1. Reassuring to the Family

* Strike up relationships with parents (single parent families are prime targets).
* Attempt to gain trust or take advantage of the trust of the child’s parents or care-providers.
* Behave in exemplary ways to alleviate concerns or possible suspicions.

1. Gradual Erosion of Boundaries

* Inappropriate escalating physical contact, such as:
* hugging or touching non-threatening areas of body (i.e., hand holding, rubbing back, caressing hair, etc.)
* pretending to accidentally touch or brush up against child
* positioning self in close proximity to child (i.e., sleep in the same bed)
* engage child in non-sexual inappropriate behaviors (i.e., drinking alcohol)
* touching and fondling inappropriate areas of the body

1. Construct Secrecy with Child

* Make child fearful that he or she will be in trouble if their activities together are discovered.
* Tell child that touching between them is good; their relationship is special.
* Tell child there will be consequences if they report behaviour (i.e., “We no longer can be friends”, “Your family will hate you”, etc.).

1. Working to Secure Compliance

* Escalate intrusiveness of sexual behaviours over time.
* Manipulate child into performing or permitting desired sex act.
* Threaten to harm child or some person important to child if they do not comply

When suspicious of possible grooming, the key is to look for patterns of behaviours in both the suspected perpetrator and the suspected targeted victim that would suggest grooming is occurring. Also, look for power differences present in the suspected relationship.

If you discover that a child has been sexually victimized contact legal authorities immediately for further action.

This policy was reviewed on 17th February 2021

Signed…………………………...

1. **Well Being**

# 4.1 Health and Hygiene

Staff will take measures to prevent the spread of infection and maintain the cleanliness of premises and equipment.

The infections, illnesses and diseases will exclude the children from the centre: Cramlington Kids Club will comply with local authority recommendations.

Staff will raise children’s awareness of good hygiene practices and healthy living.

Particular care will be taken with regards to feeding babies, bottle storage, toilet training and nappy changing.

All staff responsible for food preparation and handling will receive appropriate training. Cramlington Kids Club will comply with local environmental health department guidance and regulations.

A record will be kept of all medications administered to children and all necessary details will be recorded in our medication book, alongside the parent’s signature of consent. All medicines will be stored appropriately.

A record of children’s allergies/medical conditions will be regularly updated and available for staff reference.

All staff will complete First Aid Training. A First Aid Box will be available containing essential items. This will be maintained and restocked on a regular basis by a qualified first aid person.

Named first aid person is Sheri Devine, however, all staff are qualified in first aid.

This policy was adopted on 17th February 2021

Signed………………………………………………

**4.2 Nutrition & Mealtimes**

Meal times should be a happy, social occasion for staff and children alike, positive interactions should be shared at these times and enjoyed. Cramlington Kids Club is committed to offering children healthy, nutritious and balanced meals and snacks which meet individuals’ needs and requirements.

We will ensure that:

* A balanced and healthy midday meal, tea and two daily snacks are provided for children attending Cramlington Kids Club pre- school ages.
* Menus will be planned in advance, rotated regularly and reflect cultural diversity and variation. These will be displayed for parents.
* We provide nutritious food at snack and meal times, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
* Parents and children will be involved in menu planning.
* Fresh drinking water will be constantly available and frequently offered to children and babies.
* Individual dietary requirements will be respected. We will gather information from parents regarding their children’s dietary needs including allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child.
* Staff will show sensitivity in providing for children’s diets and allergies. They would not use a child’s diet or allergy as a label for the child, or make a child feel singled out because of her / his diet or allergy.
* Meal and snack times will be organised so they are social occasions in which children and staff participate in small groups. During meals and snack times children will be encouraged to use their manners and say ‘Please’ and ‘Thank you’ and conversation will be encouraged.
* Staff will use meal and snack times to help promote children to develop independence through making choices, serving food and drink and feeding themselves. Staff will support children to make healthy choices and understand the need for healthy eating.
* We provide foods from the diet of each of the children’s cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits will be respected.
* Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss. If a child does not finish his first course, he/she will still be given a small helping of dessert. Children not on special diets will be encouraged to eat a small piece of everything.
* Children who refuse to eat at the mealtime will be offered food later in the day.
* Children who are slow eaters will be given time and not rushed.
* Quantities offered will take account of the ages of the children being catered for.
* We will promote positive attitudes to healthy eating through play opportunities and discussions.
* Cramlington Kids club will provide parents with daily written records of feeding routines for all children under two.

This policy was adopted on 17th February 2021

Signed………………………………………………

**4.3 Nappy Changing**

At Cramlington Kids Club we are happy to accept babies and children in nappies. We will need a supply of Nappies, cream, Baby wipes and nappy sacks. We will provide a changing which will be wiped over with antibac between each use. We will always wear plastic gloves when when changing a child’s nappy to reduce risk. If your child is allergic to any of these items then parents should let us know in parental agreement form.

We will change your child regularly and immediately if they have soiled a nappy. We believe when changing a nappy this provides us with lots of opportunities to communicate with each child. As each child’s understanding grows we take time to discuss basic hygiene issues, preparing them for potty training.

As each child starts to show signs they are becoming aware of their bodily functions we will discuss with parents their plans on potty or toilet training their child. It is very important to work together to potty train and pick a suitable time to do it.

If we start the training and a particular child is not ready then we can stop and start again when they are ready. Some children take to potty training overnight and for some it is a longer process. The most important thing is we as carers and parents work together to give each child the support and reassurance they need during this period. We will provide feedback as to how the child is progressing each day.

This policy was adopted on 17th February 2021

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**4.4 Toilet Training Policy**

When you feel your child is ready for potty training, Cramlington Kids club ask that you begin teaching at home during a weekend or better still when you are on holiday and so can spend dedicated time with your child.

Cramlington Kids club will follow through and encourage your child to use the potty or toilet while in the setting. We require that the child is showing signs of readiness. Positive reinforcement and consistency must be continued at home.

**Potty Training Readiness Checklist**

Verbal signs of readiness - Basic verbal skills. The child is able to speak in 3 to 4 word sentences.

Stage 1 - The child tells you he/she has a wet nappy, recognise when he/she is wet

Stage 2 - The child tells you when he/she is wetting, recognising the sensation of being wet

Stage 3 - The child tells you he/she will wet, can control themselves and use the potty

**Physical and Psychological Signs of Readiness**

* Stays dry for a long period of time (child is able to hold his/her urine and bowel movement)
* Can recognise when nappy is wet or soiled
* Has bowel movements at regular times (child chooses when to move its bowels)
* Adult can recognise when child is moving his/her bowels (child is deliberately moving bowels)
* Child can undress and pull up his/her own pants (important because this is the work of the child and not the care provider
* Initiates interest in using the potty and asks to wear underpants
* Wants to be independent which is very important for the learning process
* Child is emotionally ready and is open to learning (is child generally cooperative)
* Can follow 3 and 4 step instructions (this is critical for learning to urinate or move bowels, wipe and wash hands)
* Is able to physically get to the potty and sit on it without help
* Must show a willingness to want to sit on the potty and understands its function

While Cramlington Kids Club will follow your lead on potty training you must ensure that your child has lots of changes of clothes. While in the setting your child will be fully clothed and the potty will be used in the toilet. Please note we only assist your child in potty training if you have successfully been training at home and your child has been using the potty and is brought into our setting wearing underwear.

This policy was adopted on 17th February 2021

Signed………………………………………………

# 4.5.1 Sleep and Rest Policy

To ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment.

Cramlington Kids Club adopts a policy of practice recommended by The Cot Death Society to minimise the risk of Sudden Infant Death.

The safety of babies sleeping is paramount in the centre and we promote good practice and ensure that we work in partnership with the parents.

Babies should sleep:

* On their backs or if they can roll over on their tummy
* At the bottom of the cot
* In a well ventilated room
* With NO duvets or bumpers to the sides of the cots
* With sheets or blankets that cannot become tangled
* Without any large soft toys that have the potential to smother a baby
* With a comforter if they normally have one
* With mobiles that are out of reach

Child individual routine sheets are filled out with the parent and key worker when they are settling into the nursery. If a baby can roll over they may be placed on their tummy or their back.

Staff should be aware of individual needs of the babies and children at the centre. Sleep routines are a very intimate part of a baby’s day. Babies should not be left to cry themselves to sleep or be left for long periods of time to “drop” off to sleep.

When getting a baby ready to sleep the staff need to ensure a number of things happen:

* A clean nappy
* Outer clothes removed
* Fed or had a drink
* All bibs removed
* A comforter if needed  
  Not too warm

**4.5.2 Daytime Rest Policy**

Staff should prepare the baby for bedtime by moving to a quieter part of the room having a story or having a cuddle.

Some babies like to be patted to go to sleep. The staff should pull up a chair to the side of the cot so not to strain their back or to sit on the floor while rubbing their tummy.

If the baby has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep.

The Key worker should discuss this with the parent and establish a time limit for trying to get the baby to sleep which should be communicated to all staff members.

If a baby falls asleep in the arms of a staff member they should be placed in the cot so they can continue to sleep. If they have fallen asleep unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the baby’s clothes should be loosened. Staff within the area should be made aware that the baby needs their nappy changing when they wake up.

Some parents may ask for their baby to go to sleep in a bouncy chair. When settling the baby into the nursery the key person should explain the difficulties of this to the parent. Once a baby can sit up or move forward they are too big for the bouncy chair. They may have difficulties transferring to a cot later on.

The cots should be cleaned and maintained. Screws and bolts should be tightened periodically to ensure that the cot is safe and secure. Evacuation cots should not be used unless all other cots are taken up.

**4.5.3 Older Children and Rest**

Children need sleep and rest periods to help development. Children all develop at different rates and we must meet their needs throughout the day at the nursery. As they grow they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps.

Children at Cramlington Kids Club have the opportunity to rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book, cots for younger babies or sleep mats for older children.

Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will. This is an Ofsted regulation.

**4.5.4 Sleep Monitoring**

All sleeping children must be checked at 10 minute intervals, a timer is used to do this. Staff who are working in the rooms are all responsible for checking the children.

Checking a child while sleeping should involve:

* Placing a hand on their chest to check they are breathing or putting the back of their hand near to the child’s mouth to feel for breath
* Ensuring that each child is well
* Ensuring that each child is not too hot or too cold
* Ensuring that all sheets or blankets are not wrapped around the child

The sleep monitoring chart is used to record the checks and is signed by the member of staff carrying out the check. A record of each child’s daily sleep pattern is recorded too.

This policy was adopted on 17th February 2021

Signed………………………………………………

**4.6 Bottle Feeding Policy**

Cramlington Kids Club work with parents and their routines when bottle feeding a child. We ask parents to bring in the correct measurement of cool boiled water along with a separate measurement of formula milk. The staff will mix together the formula when needed.

Each bottle is stored in their basket and is given at room temperature or is warmed through. The bottles are then rinsed out and put in the child’s bag.

The feeding will take place in the baby unit where the child will either be cuddled in whilst being fed or in a bouncy chair, whichever suits the needs of the child. If a child does not have formula milk we ask the parents to bring in a sterile bottle and kids club will supply the child with full fat milk. All feeding will be recorded in the child’s diary.

This policy was adopted on 17th February 2021

Signed………………………………………………

**4.7 Bathing Policy**

Parental Agreement forms contain a section which allows Cramlington Kids Club staff to wash a child where necessary. Bathing of a child will only take place if a child has heavily soiled him/her self or if a child is extremely messy off an art activity or an outdoor activity. In the event of a child being bathed a record will be kept with full details noted.

This policy was adopted on 17th February 2021

Signed………………………………………………

**4.8.1 Progress Summary at ‘Two’ Policy**

The Early Years Foundation Stage (EYFS, 2012) statutory guidance states that all providers caring for children aged 2 years must carry out a review of each child’s progress in the three Prime Areas of Learning in order to support children’s progress and enable earlier identification of each child’s development needs.

The progress summary review must be carried out when the child is between the ages of 2 and 3 years.

The progress summary review will identify the child’s strengths and any areas where the child’s progress is less than expected and strategies to further support and progress the child’s development.

Our policy is to ensure children have their progress summary review carried out by their key person. Where possible this will be completed in time to inform the child’s 27 month Health Visitor (HV) check, however this may not always be possible - for example:

* where child joins setting after the 27month HV check has been completed\*
* where child has not attended the setting for sufficient time prior to the 27 month HV check to write an informed progress review
* where child attends another setting\*\*

\* Where a child joins the setting after 27 months the progress summary review will be completed after the child’s first half term in the setting (approx. 6 weeks).

\*\* Where a child attends another setting or settings our aim is to work in partnership to ensure all views of the child’s progress are incorporated into the progress check review.

If the progress review is to be written by the other provider we will work in partnership with the other provider in providing them with our views of the child’s progress when requested.

We will seek parent’s written permission to share the Progress Check with the child Health Visitor.

**4.8.2 Procedure for carrying out the Progress Check at Two**

* Key person to determine the date for completion of each of their key children’s progress summary review
* Key person to gather all information and observations to inform and write the progress summary review
* Parents/carers will be invited to share their views of their child’s progress and their comments will be written into the summary
* Progress summary review will report on the three Prime Areas of Learning in the format of a short written progress summary
* Key person to liaise with parents regarding a suitable appointment to share and review the progress summary
* An agreement on the child’s next steps in the setting will be discussed and agreed with parents at the progress summary review meeting
* The setting will suggest to parents what they could do to promote the child’s development and learning at home
* Written consent will be sought from parents to share the child’s progress summary review with child’s Health Visitor (and where applicable other settings a child attends)
* Once everything is completed a copy of the progress summary review report will be given to parents and forwarded to the child’s Health Visitor and any other settings attended.
* Where written consent to share has not been received the parent will be responsible for ensuring the progress check is shared with the child’s Health Visitor and any other setting a child attend.

This policy was reviewed on 17th February 2021

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**5. Illnesses, Accidents and Incidents**

**5.1 Accident & Incident Policy**

The safety of each child at Cramlington Kids club is paramount. Every measure will be taken to ensure they are protected from hurting themselves or by others. However, accidents do happen and the following information details how the accident will be dealt with:

* The child hurt will be comforted and reassured
* The extent of injury will be ascertained and if necessary medical assistance will be called for
* Necessary first aid procedures will be administered to your child
* Senior member of staff will contact parents to either collect the child or meet staff member at hospital
* Relief staff member arranged to ensure ratio are still adequate and office manager to cover in interim period

A signed record of accidents to children and staff will be kept. Parents will be informed and requested to sign the accident book.

The safety of the children is paramount at all times. An awareness of children’s constantly developing abilities helps to ensure appropriate safety measures are applied to avoid dangerous situations.

All staff are qualified at First Aid who attend new courses every three years to ensure up to date with current practices.

We will follow local and national health and safety requirements/recommendations. Staff are aware of procedures for identifying reporting and dealing with accidents, hazards and faulty equipment.

We will inform (Health & Safety Executive) of any serious reportable accidents or injuries / death of a child whilst in our care and act on advice given.

We will inform our Insurance company of any serious incident.

Under Welfare Requirements we will inform Ofsted about any significant events within 14 days documentation via notification form on website.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Asthma Policy**

Cramlington Kids club is willing to care for any child with asthma and will follow these procedures when caring for a child with asthma:

* We will encourage and help all children to participate fully in activities
* We will ensure children have immediate access to their inhaler
* We will ensure the environment is favourable to children with asthma
* We will ensure we know what to do is a child has an asthma attack to protect the child’s welfare in the event of an emergency
* We will work with parents of the children to ensure they are in a safe and caring environment
* We will find out from parents what their child’s asthma symptoms are and how to recognise when their symptoms are getting worse and how to help them take their reliever medicine
* We will ensure this information is kept in the Parental Agreement Form
* We will allow children with asthma immediate access to their reliever medicine whenever they need it

It would be recommended to parents they keep an inhaler at Kids Club in case they ever forget to bring it back. We will find out if the child needs to be reminded to take the inhaler and also find out if they prefer to taking medication privately and not in front of others.

A record will be maintained to record:

* What asthma medicines are taken and when
* What triggers child’s asthma and what to do if it gets worse
* Emergency contact details

We will ensure any spare medicines are stored at our setting and have not passed their expiry date.

This policy was adopted on 17th February 2021

Signed………………………………………………

5.3.1 Biting Policy

When a child either bites another child or a member of staff whilst at Cramlington Kids Club, the following policy should be used to deal with the situation.

5.3.2 The child who has been bitten:

They should be inspected immediately for any visible injury. Any unbroken skin injury should be treated with a cold compress to alleviate any swelling. If the child has a broken skin injury a dry compress should be applied until any bleeding has subsided. Then a suitable dry dressing used to cover the wound.

The incident should be recorded as soon as possible, where possible this should be completed by any member of staff who witnessed or was in close vicinity of the incident. Any witnesses should be recorded on the incident form. This should then be passed onto either the manager or Chairperson and kept in the office.

The child’s parents or guardian should be informed at the first available opportunity. They should not be shown the incident record as this will name the child who has bitten their child. Due to confidentiality purposes and possible conflict this information will not be disclosed.

5.3.3 The child who has caused the bite:

This child should be taken aside and told they should not have done that. The words naughty or bad should NOT be used to deal with the situation.

On the first occasion this incident is able to go unreported to the parents unless the bite is particularly big or involves broken skin. Cramlington Kids Club accepts this could be a one off incident and in many children this behaviour will not be repeated.

If the child shows any intention to bite another child at Cramlington Kids Club on a second occasion, or actually bites for a second time, then the room leader should approach the child’s parents or guardian and inform them of the situation. If the room leader is not available then a senior member of staff should be responsible for informing parents.

The parents of the child who has bitten another child can be told the name of the injured child if they ask for that information. If they do not ask then this information will not be provided. The main purpose of keeping the named children confidential is to prevent any possible conflict between the two parties. Any discussions of this nature should be done in a private matter, away from other parents and children. The office is a suitable place for informing the parents.

5.3.4 Recurrent biting:

If a child continues to bite on more than one occasion, the child who is biting should be immediately removed to stop any further harm coming to the children around him/her. Holding is permissible to stop any further occurrences in the short term. Further help should be immediately sought and management informed.

Any problems arising from a biting incident that is not disclosed in this policy should be addressed by Centre Manager and / or Chairperson

This policy was adopted on 17th February 2021

Signed………………………………………………

5.4 Bullying Policy

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children’s feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional but it is always a repeated behaviour that makes other people feel uncomfortable or threatened.

Any form of bullying is unacceptable and will be dealt with immediately. At our setting staff follow the guidelines below to enable them to deal with challenging behaviour:

* Staffs are encouraged to ensure that all children feel safe, happy and secure.
* Staffs are encouraged to recognise that active physical aggression in the early years is part of the child’s development and that it should be channelled in a positive way.
* Children need to be helped to understand that using aggression to get things is inappropriate and will be encouraged to resolve problems in other ways.
* Our staffs are encouraged to adopt a policy of intervention when they think a child is being bullied; however mild or “harmless” it may seem.
* The staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out.
* Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour.
* If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only by co-operation that we can ensure our children feel confident and secure in their environment, both at home and in Cramlington Kids Club.

By positively promoting good behaviour, valuing co-operation and caring attitude we hope to ensure that children will develop as responsible members of society.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Head Lice Policy**

Head Lice can affect people from any socio-economic background and ethnicity and do not imply a lack of hygiene or cleanliness of the affected person.

However, as Cramlington Kids club is so large in numbers it is not practical where it is discovered a child has head lice to be able to stay in the setting to prevent spreading to other children and staff. We will therefore contact each child’s parent / carer to take the child home and not return until the head lice have been treated and are completely head lice free.

We request our parents check their hair regularly to assist us with the prevention of spreading head lice to others.

We will regularly wash dressing up clothes to assist with prevention of spreading head lice to others also.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Medicine Procedure Policy**

Cramlington Kids club is concerned about the risk associated with administering medicines. It also worries about the statistical possibility that the more medicines we administer to children the greater the likelihood is that we will get it wrong, even though we have a robust control mechanism with the associated potentially catastrophic effects.

Although Cramlington Kids Club experienced staff are qualified and competent Early years Practitioners and the majority are also trained in Paediatric first Aid they are not medical practitioners and it is unreasonable to put them in a situation where they could unwittingly be at risk of harming rather than helping an unwell child. It is therefore our policy not to administer ANY medicine in our setting unless the following criteria applies:

* The child has an on-going medical condition that is not contagious and which is considered reasonable to be treated within the setting.
* The medication is prescribed by a medical practitioner.
* The medicine is in its original packaging.
* We have received a signed medical authorisation from the parents/carers.
* On the rare occasion where a child’s temperature is at a level which causes concern and the parent/carer is not able to get the setting quickly. In which case a member of staff will ask for permission over the telephone to administer Calpol which will be supervised by the room manager or senior member of staff. If a child has had a dose of Calpol to see them through the day at our setting there is a high possibility we will phone our parent / carer to come and collect their child once it has worn off. A child who needs Calpol before attending our setting is probably not well enough to enjoy a busy day with their friends.

All medicines are to :

* All children on prescribed medication must have received a dose at least 24 hours before coming to Cramlington Kids Club to ensure there is not allergic reaction to the medicine. This will be recorded in the medical book.
* Only qualified members of staff may give medication to children. The person administering the medicine is responsible for ensuring that the medical book has been completed correctly.

Measures for high temperatures:

* Take the child’s temperature
* Record the child’s temperature
* Take layers of clothing off to help reduce temperature
* Give the child some water to drink
* Telephone parent / carers and record time of call
* Ask parent to collect child
* Comfort the child if upset
* Record and monitor every ten minutes
* If it continues telephone parents again to find out how long they will be and explain the temperature is still rising and an ambulance will need to be called due to high risk of febrile convulsions.
* In the event of an ambulance a senior member of staff will accompany the child to hospital ensuring they take confidential records and a mobile phone.
* Phone emergency contacts if you cannot get hold of parent / carer.
* Upon return management to inform Ofsted.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Sick Child Policy**

If any child has an infectious or contagious illness they should not be brought to Kids Club and if a child is already at Kids Club and is found to be suffering form such a complaint, arrangements will be made with you for them to be taken home.

# To help us help you prevent the spread of infections, illnesses and diseases we can and will exclude children from the Centre for these reasons.

# This must be strictly adhered to following guidance from list provided from local authority [www.HPA.gov.uk](http://www.HPA.gov.uk) recommendations:

* Diarrhoea and/or sickness – exclusion period – 48 hours from last episode of diarrhoea or vomiting.
* Whooping Cough – exclusion period – 48 hours from commencing antibiotics treatment or 21 days from onset of illness if no antibiotic treatment has been taken.
* Croup – exclusion period is 48 hours from when sore throat and coughing as virus can be spread airborne.
* Chicken Pox, Measles & German measles – exclusion period is 5 days from onset of rash until all spots are scabbed.
* Head Lice – exclusion period is until the head lice have been treated.
* Mumps – exclusion period is 5 days from the onset of swollen glands.
* Hand, foot and mouth disease – exclusion should be until all symptoms have healed.
* Conjunctivitis & cold in the eye – exclusion should be until eyes are no longer red and weeping.
* Scarlett fever – 48 hours commencing antibiotic treatment.
* Slapped cheek – please make us aware as can be dangerous to pregnant women.
* Impetigo – 48 hours commencing antibiotic treatment and have scabbed over.
* Bronchitus – Incubation period 4 – 6 days.

It is not always possible to list all ailments with exclusion periods to cover every eventuality. Therefore, at the discretion of management there may be times where it may necessary to exclude your child to help us prevent the spread of infections, illnesses and diseases and you would have signed the Parental Agreement form on the basis of this understanding.

# Staff are not allowed to administer any medication to the children without your permission. If your child requires medication whilst at Kids Club you must first complete a consent form and specify exactly what is required. Staff will ensure that details of any medication given to the children are properly recorded.

However, in the case of emergencies such as severe allergies, should it be required and you have signed the Parental Agreement Form to allow staff to administer the correct amount of Piriton,

(consent via phone will also be needed).

A cancellation charge of £5.00 per half day and £10.00 full day will be made for any booking that is cancelled with less than 24 hours notice. This applies to sickness too.

Where a parent has not notified of cancellation and do not turn up on the day they will be charged the full fee for the day or usual time you have previously booked.

This policy was adopted on 17th February 2021

Signed………………………………………………

**Medication Policy 5.8**

Within Cramlington Kids Club no medicines should normally administered to children, if a child is ill enough to need a course of medicine he/she should normally remain at home.

There may however, be circumstances where a child is well enough to return to kids club but the course of medication has not been completed. Only prescribed medication may be administered by the staff and written authorisation must be provided by the parent/carer. This will authorise the staff to administer stated medication and specify the correct dosage.

All medication must be within four weeks of date it was originally prescribed specifically for the illness it was prescribed for.

Teething gel is the only other unprescribed medication we will give to your child.

The people authorised to give medication at Cramlington Kids Club are all qualified staff. Written authorisation must be given by parent/carer in a medical book, this authorises the staff to administer stated medicines stating the dose and how often it is given. A written record will be kept of all medication authorised.

All children’s medications should be stored in their original containers and handed to a staff member who will store it in medicine cabinet or refrigerator if required. All medication must be clearly labelled and must not be accessible to children. Medicine spoons and oral syringes must be supplied by the parent if required.

Injections/Epi pens can only be undertaken by a qualified childcare practitioner.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

Local authority regulations state that parents/carers are required to give the following information to the Centre Manager Sheri Devine or Business Manager Helen Morris:

* Name, address and DOB of each child, name and home address and place of work with respective telephone numbers of the parents/carers of each child.
* Name, address and telephone number of each child’s doctor and the state of immunisation and infectious diseases suffered by each child.

From time to time this information may need to be updated and parents are requested to inform us of any changes needed to be made by completing a new Parental Agreement Form where the information is collated from.

These guidelines have been prepared for the guidance of both parents and staff.

Staff are expected to observe the above guidelines and failure to do so would lead to disciplinary action.

This policy was adopted and put into effect 17th February 2021

Signed…………………………………………………………..

1. **Activities**
   1. **Care, Learning and Play Policy**

Each child in Baby room, Toddlers or Early Years will be allocated a Key worker.

Children learn when they are in a safe and cared environment where they are stimulated through play.

We will strive to provide each child with an environment that will be caring, fun and stimulating. We will implement ideas and arrange our planning from the EYFS (Early Years Foundation Stage) and include:

* Personal, social and emotional development
* Communication, language and listening
* Literacy
* Mathematics
* Understanding the world
* Expressive are and design
* Next steps
* Physical Development

The development of children’s physical, intellectual, language, emotional and social capabilities is promoted effectively when they take part in a wide range of activities. Staff working in all areas of Cramlington Kids Club; meet children’s needs through sensitive and appropriate interactions that promote children’s self-esteem.

They plan first hand experiences, which enable children to make choices when developing their knowledge, skills and understanding. Children’s care, learning and play are supported well by staff that will monitor children’s progress regularly and use this information to provide for their individual needs. Activities include but are not limited to:

* Dressing up clothes
* Books
* Small world toys
* Construction toys (lego duplo etc)
* Pretend play kitchen etc
* Water and sand play
* Arts and crafts
* Outings
* Cooking
* Gardening
* Computers
* Outdoor play and equipment

We will ensure there is a balance of adult lead ad child initiated activities delivered both indoors and outdoors.

We regularly observe the children and keep records in their learning journeys. These records enable us to make plans on how we can move your child onto the next stage of their development and forms the next weeks planning of activities.

Parents are encouraged to share events and experiences from home and we can use these within the planning also. We are very happy to support what activities they are doing at home. Where the child has been to a wedding we can continue this theme by providing the children with material to use as wedding veil and help them understand through books and other resources.

We follow the guidelines of OFSTED National Standards (this applies to the whole of Cramlington Kids Club.

This policy was adopted on 17th February 2021

Signed………………………………………………

**6.2 Internet Safety Policy**

The internet is an incredible resource for children to access, support their homework, chatting to friends etc., however it can also be a dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers can be conned into given away financial information. They can also be vulnerable to on-line grooming by paedophiles.

Due to all the reasons above we at Cramlington Kids Club do not encourage Internet access for children attending the centre and therefore the wifi network has been restricted to prevent unauthorised access of any kind.

This policy was adopted on 17th February 2021

Signed………………………………………………

**6.3 Large Equipment Policy**

We at Cramlington Kids Club believe it is vital to aid physical development of young children to have outside play available to them at all times, this will encourage them to continue with healthy lifestyle into their adult years.

We encourage all children in our care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable.

While this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking, however in order to make the garden a safe environment and to reduce the risk of possible accidents we have put the following procedures in place:

* Children will be taught the dangers of the equipment in a way that is suitable for their age and stage of development and understanding.
* Children will be encouraged to take turns and share equipment
* The equipment will be checked for wear and tear / damage regularly and withdrawn from use if faulty.
* Children will be encouraged to participate but will not be made to do any activity they are uncomfortable with.

This policy was adopted on 17th February 2021

Signed………………………………………………

# 6.4 Risk Assessment

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To minimise risks management regularly evaluate risks and hazards both indoors and out including equipment, materials, and procedures. We will be responsible for taking the necessary action. Outside play areas will be checked each time they are used to ensure children’s safety and security.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Sandpit Policy**

Cramlington Kids Club believe sandpits can provide a great play and learning opportunities however, they can pose several health and safety risks.

To mitigate those risks we will:

* Only use sand that is suitable for play and purchased from a recognised source
* We will regularly ensure the sand is changed
* We will ensure the sand is free from foreign bodies and rinse through with sterilised solution if applicable
* We will ensure the sandpit has adequate drainage to prevent the sand from becoming water logged
* We will ensure the sandpit is covered when not in use to prevent it being used as a litter tray by cats and other visitors to the garden
* We will always ensure the children are closely supervised while playing with the sand
* We will teach them about keeping sand low to avoid it getting in their own and others eyes.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Skipping Rope Policy**

Physical exercise is very important to aid children’s physical development and to support confidence, however it is vital any equipment is used safely to avoid unnecessary accidents.

There have been several serious accidents involving skipping ropes and we have therefore decided to follow the guidance from the British Heart Foundation’s booklet ‘Active Playgrounds, A Guide for Primary Schools’

We will follow the following safety considerations:

* **Footwear** - children will need to wear supportive footwear. Children may need to be encouraged to wear trainers for playground skipping if their outdoor shoes are not considered to be safe
* **Space** - Children will be made aware they require adequate space all around them to be able to swing the rope without making contact with other ropes or skippers
* **Clothing -** Children must wear sensible loose fitting clothing with allows free movement of legs and arms
* **Weather conditions -** Certain wet playground conditions orvery hot weather may be considered unsafe
* **Fluid intake -** This is particularly important in warm conditions to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature and therefore a supply of water will be made available at all times
* **Rope length -** For individual skipping, when children stand in the middle of the rope and pull the handles upwards, the rope handles should reach the armpits. **Where too long the rope can be tied in knots at either end of handles**

Children need to made fully aware of the possible dangers of not using the ropes appropriately or correctly. Children will be supervised at all times.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Water Play Policy**

Children can have great fun and stimulating learning playing with water and support their development in a number of ways. However, there are safety issues when children play with water and we will therefore follow the procedures as set out below:

* Children will never be left unsupervised with water
* If another child need attention we will ensure the other children are kept safe by engaging another member of staff
* Water trays will be immediately emptied when not in use or at least covered over until the end of the day then emptied
* We will support children to learn about water safety
* Water play is situated on the setting’s lino areas
* The water temperature is checked by the member of staff whom is overseeing and supervising the activity
* A waterproof apron is put on the child to prevent any spillages on their clothes

Cramlington Kids Club has a reserve of spare clothes in the event of a spillage.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Outside Activities Policy**

Outside play is very important to Cramlington Kids Club and it is great for physical development and the children love fresh air.

Where the child does not have weather proof clothes we will provide wet weather proofs to ensure the gardens and play areas are available all year around.

Children will be made aware of what to do if we need to evacuate for any reason and where out muster points are situated.

It is very important in warm weather conditions and to avoid dehydration and prevent the body from overheating, therefore, cold water will be freely available to them at all times.

After any activity outside children will actively be encouraged to wash their hand and must before eating any food.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **DVD, PC and Wii Games Policy**

We have a number of DVD and Wii games available to us which are suitable for the children in our care. The DVD’s and games are helpful in developing such skills as:

* Hand eye coordination
* Timing
* Dancing
* Turn taking
* Education

We at Cramlington Kids Club feel time spent on these should be limited and will share expectations with the children so as not only to share but not limit the children to one means of entertainment.

We will not allow children to watch or play with games which are violent in nature and encourage our parents not to bring them into the setting. We need to ensure all games and DVD are age appropriate.

If parents do not wish their child to participate in any form of wii, pc or DVD they should let us know and document this within parental agreement form.

This policy was adopted on 17th February 2021

Signed………………………………………………

* 1. **Television Policy**

Cramlington Kids Club does not have cable TV and therefore television is restricted ton DVD’s. Cramlington Kids club limit the time children can watch television to such times as lunchtime to provide a session where the children have a quiet time to rest and allow their dinner to go down.

If a child is feeling a little off colour and needing more rest then it may be appropriate to them to water more television that day.

We will ensure DVD that are watched are age appropriate as there are a wide range of children’s ages. It may be during school holidays we split the children to different groups to provide more choices to watch different programs.

This policy was adopted on 17th February 2021

Signed………………………………………………

6.11.1 Purpose of Display policy :

* To provide a visually stimulating learning environment for all children
* To give purpose and value to children’s work – every child’s work matters
* To give children positive affirmation and provide parents’ feedback the work has been appreciated and celebrated.

6.11.2 Importance of Display

* Effective displays take account of and help to support the learning needs of all children.
* Effective displays for celebration of achievement motivate and inspires children to achieve their best work;
* Relevant opportunities for children to interact with displays to further their learning

6.11.3 Displays

* Enable children to develop their ideas through independent enquiry
* Contain high quality, stimulating and interactive visual aids which celebrate children’s achievements and which help them to solve problems for themselves.

6.11.4 Working Walls

* Children’s work is used to affirm features of work that are desired.
* Vocabulary relevant to focus of the learning is evident in all three subjects.

6.11.5 Do’s and Don’ts Guidance

* Displays should always belong to the children and not be window dressing. They provide one of the best ways of demonstrating a child is valued and a range of abilities should be evident not just selections made from the highest achievers. Work that reflects process does not always have to be the finished product.
* A good display will stimulate discussion and curiosity and should be changed regularly to maintain this level of interest. Above all keep it accessible and think of the target audience.
* Vertical and horizontal lines look better aligned if possible.
* Choose colours carefully – complimentary colours such as red and green or violet and yellow will make things stand out. Tonal colours such as blue and violet will create harmonious, peaceful display. The background mount should compliment a piece of work not distract from it. Work of different sizes or types is unified for a single display by being mounted on the same colour.
* Make sure work on the board that is meant to be straight is. Make sure that work angles can be clearly read or seen.
* Children’s work should be named in line with the practice for their protection and their first name only and the first letter of their surname if there are more than one child with the same forename.
* Felt pen in displayed work rarely looks good for colouring.
* Most work is surface mounted. However, collages and 3D work can look better window mounted using card frame.
* Cutting work into shapes such as circles, triangles and squares can add interest to the work.
* Stand back and evaluate the display – has it worked? Are the children using it or talking about it? Is it a useful tool for teaching? Has it made a child feel proud?

This policy was adopted on 17th February 2021

Signed………………………………………………

**7. Outings**

**7.1 Transport and Trips Policy**

When travelling on the setting’s Minibus, all children and staff will wear adjustable seat belts in the correct position. Child seats will be fitted and used correctly. Children will only travel on the minibus with the written consent of parents/carers.

Trips will be included in a risk assessment and staffing ratio will take in to account the nature of the outing. Written parental permission will be obtained and details provided for parents. Appropriate records of vehicles and drivers are kept. A mobile phone will be available on every outing. Essential records and equipment will be taken including, contact details for staff and children, first aid kit, essential toiletries, medication and spare clothing.

Staff may sometimes take the opportunity to go on impromptu additional walks or visits to the park and parents will have given prior written consent, which is kept with each child’s records.

If in the event a child is lost when on an outing the following procedure will take place:

* The staff member will immediately raise the alarm to all around them to enlist the help of everyone near to look for the lost child.
* If it is a secure area such as a shopping centre, a staff member will alert the security staff so they can seal off exits and monitor the situation on CCTV
* We will then alert the police and provide a full description
* Inform the setting of the situation
* I will then alert the parents of the situation
* I will provide a full description of the child to everyone involved in the search
* We will reassure the other children so as not to distress them

To prevent losing a child on an outing all children will wear a sticker with setting name and telephone number on. We will organise a meeting point with children in case they lose sight of staff.

Ensure each member of staff has a group of children in which they are responsible for.

This policy was adopted on 17th February 2021

Signed………………………………………………

7.2 Insurance

The required levels of insurance cover is obtained and kept up to date. Insurance certificate is displayed in a prominent position to provide reassurance to parents.

This policy was adopted on 17th February 2021

Signed………………………………………………

**7.3.1 School runs Policy**

Cramlington Kids club have access to a minibus for school pick ups and trips however, it is also committed to promoting a walking bus wherever possible and weather permitting.

7.3.2 Burnside Primary

Staff walk to school using the public footpaths through Northburn Estate.

* Before school club leaves Kids club at 8.30 and arrive at school at 8.45 in time for school opening.
* Staff leave Kids Club at 11.10 in time to collect Nursery children and return to Kids club at 11.30
* For after school the staff leave Kids club at 3.00 ready to collect children at designated area at 3.15 and return to Kids club at 3.35

Should the weather be inclement and numbers permitting the bus will be used and leave Northburn estate travel along Durham Road and onto Northumbrian Road and park as close to school as possible in Brockwell Centre. The bus will return to Kids club using the same route back.

7.3.3 Northburn Primary

Staff walk to school using the public footpaths through Northburn Estate.

* Before school club children leave Kids club at 8.30 and arrive at school at 8.45 in time for school opening.
* Staff leave Kids Club at 11.20 in time to collect Nursery children and return to Kids club at 11.40
* For after school the staff leave Kids club at 3.00 ready to collect children at designated area at 3.15 and return to Kids club at 3.35

Should the weather be inclement and numbers permitting the bus will be used and leave Northburn estate travel along Horton Drive and park within the school car park. The bus will return to Kids club using the same route back.

7.3.4 Eastlea Primary

Cramlington Kids Club is situated in the grounds of Easlea Primary school and therefore mini bus will not be used to collect children.

* Before school club children leave Kids club at 8.45 and arrive at designated openings at school at 8.50 in time for school opening.
* Staff leave Kids Club at 12.00 in time to collect Nursery children and return to Kids club at 12.05
* For after school club the staff collect children at designated area in library at 3.15 and return to Kids club at 3.20

This policy was adopted on 17th February 2021

Signed………………………………………………

**7.4 Sun protection Policy**

Cramlington Kids club are aware of the damaging effects to the sun on your skin and has been documented. We will do everything we can working in partnership with the parents, to ensure each child is protected.

Parents are asked to complete a Parental Agreement form prior to the start date of their child. The parent can sign the form to give Cramlington Kids Club staff their permission to apply sun cream to their child if necessary. However, the first application of sun cream at the start of each day and before the child attends the setting must be applied by the parents / guardians.

To help us protect the children we will need to be supplied with the following by the parents

* Sun hats for their children to use during the summer months
* A thin top, cardigan or t-shire that has long sleeves

We will avoid spending prolonged periods of time outdoors during the hottest part of the day and when out will try to seek out and or provide shady areas. We will encourage each child to drink plenty of water to prevent dehydration. Children who do not have sun protection cream will only be allowed out for 20minutes per day to prevent them from the harmful rays of the sun.

This policy was adopted on 17th February 2021

Signed………………………………………………

**7.5 Winter policy**

We ask parents to provide their child with a scarf, coat, hat and gloves during the winter months. We also ask parents to provide wellingtons and a waterproof coat for the rainy days as we try our best to allow children to play out in all weather conditions.

If the child does not have appropriate clothing to suit the weather conditions they will be unable to take part in any outdoor activities.

This policy was adopted on 17th February 2021

Signed………………………………………………

**8. Working at Cramlington Kids Club**

**8.1 Staff Development**

Cramlington Kids Club values its staff highly. It is in the interests of the setting, the children, their families and the individual, each staff member be given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the delivery of high quality care and education for young children. It underpins all aspects of positive interactions and activities planned for all children attending. At Cramlington Kids Club we ensure 90% of staff is qualified to Level 3 or equivalent in childcare education. Other staff will be either qualified to Level 2 or undertaking training. We strongly promote constant professional development and all staff has individual training records and training plans to enhance their skills and expertise. We promote the attendance of our staff on training courses run during in and out of our normal hours of business.

To facilitate the development of staff we:

* Coach, lead and role model with staff and offer encouragement and support to achieve a high level of morale and motivation.
* Promote teamwork through on going communication, involvement and a no blame culture to enhance good practice.
* Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff.
* Encourage staff to contribute to ideas for change within Cramlington Kids Club and to hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning.
* Encourage staff to further their expertise and knowledge by attending relevant external training courses.

All staff is registered with Ofsted and will have had a Criminal Record Bureau Check. Previous work references will be followed up and these checks will be completed prior to commencement of direct work with children.

The Manager and Deputy Manager of the Cramlington Kids Club will be suitably qualified.

All staff will undertake induction training within the first week of employment. Staff working with under 2’s will complete additional training. Cramlington Kids Club will support any staff who wish to take part in any in-house or external training in relation to their employment. This will promote personal development and encourage best practice and ensure that current legislation is maintained.

This policy was adopted on 17th February 2021

Signed………………………………………………

8.2 Staff Training

We seek out training opportunities for all adults involved in the setting to ensure they are all able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and they are aware of the local authority guidelines for making referrals. We ensure all colleagues are aware of our procedures for reporting and recording their concerns in the setting.

The protection of the child is the provider’s first priority.

This policy was adopted on 17th February 2021

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**8.3 Health at Work Policy**

**The need for Health at work policy**

**Physical Activity**

Physical activity is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our Society – such as coronary heart disease, strokes, obesity, type 2 diabetes, hypertension (high blood pressure) colorectal cancer, stress, anxiety, osteoarthritis, osteoporosis and low back pain are associated with physical inactivity.

For general health benefit, adults should achieve at least 150 minutes of moderate intensity physical activity per week. This should be taken in bouts of 10 minutes or more to count towards your weekly total and we should try to be active on every day of the week.

Any activity during leisure, working or travel counts. Physical activity includes activity such as walking, cycling, gardening, dancing and housework, as well as participation in sport and formal exercise.

The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against illness.

Physical activity helps staff manage stress, back pain, weight and medical conditions. Physically active employees also report less illness and recover more quickly from the illness they do get.

Employees engaged in physical activity initiatives have reported greater enjoyment of their work, improved concentration and mental alertness and improved cooperation and rapport with colleagues.

**Healthy Eating**

Healthy eating is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our Society – such as obesity, coronary heart disease, type 2 diabetes, certain types of cancer, mental ill health and osteoporosis as associated with poor nutritional choices.

A healthy balanced diet contains a variety of different types of food, including: lots of fruit, vegetables. Plenty of starchy foods such as wholegrain bread and wholegrain cereals. Some protein rich foods such as met, fish, eggs and lentils and some dairy foods. We should be drinking about 6-8 glasses (1.2 litres) of water or fluids every day to stop us getting dehydrated.

The workplace is an important setting in which people can increase their intake of healthy foods to benefit their health and protect against illness. A healthy balanced diet also helps people to recover more quickly from illness.

The food we eat and what we drink not only have a physical impact on our body but also can contribute to our mental health, resulting in improved levels of concentration, mental alertness and ability to cope with everyday stresses and strains.

**Mental Wellbeing**

Mental ill health and stress are associated with many if the leading causes of disease and disability in our Society. Promoting and protecting the mental wellbeing of the workforce is important for “individuals” physical health, social wellbeing and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing the workplace mental wellbeing can help strengthen the positive, productive factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health conditions, and support them once they are at work.

Important aspects of mental wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively. Providing a supportive work environment offering assistance, advice and support to anyone experiencing poor mental wellbeing or returning to work after a period of absence due to poor mental wellbeing.

**Aim of the Policy**

Aim of the policy is to promote:

* To promote and encourage employee participation in regular moderate intensity physical activity.
* To support and encourage employees to make healthy choices.
* To create a workplace environment that promotes the mental wellbeing of all employees.
* To support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help staff to quit.
* To raise awareness of the recommended guidelines for alcohol intake and encourage staff to reduce consumption of alcohol where necessary.

**Objectives**

1. **Physical activity**
2. To raise awareness of the benefits of physical activity.

* To hold team building events promoting physical activity.
* To get active with the children by joining in music and movement and other physical play activities including: tag, football, team games and club dances.

1. To encourage employees in becoming more active in a variety of ways:

* Encourage employees to make active choices for e.g. encourage them to cycle or walk to work.
* Provide physical activities for children and encourage staff to join in. It could be trips to soft play, to the beach. Treasure hunts and sports days etc.,

1. **Healthy Eating**

* To maintain healthy menus for children and encourage staff to have healthy snacks throughout the day.
* To encourage staff to help implement healthy balanced meal choices for packed lunch children during school holidays and to lead by example.
* To provide food storage for staff and preparation areas.
* Provide access to water for both staff and children.

1. **Mental Wellbeing**
2. To develop a supportive culture, tackle factors that may negatively affect mental wellbeing and develop management skills.

* Give employees information on any increase their awareness of mental wellbeing.
* Give non- judgmental and proactive support to staff who experience mental health problems.
* Include information about courses attended with regards to mental health.
* Provide opportunities for employees to look after their mental wellbeing, e.g. through physical activity, organized courses around mental health and wellbeing.
* Offer staff flexible hours where we are able.
* Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
* Manage conflict effectively and ensure the workplace is free from bullying, harassment, discrimination and racism.

1. To support employees experiencing mental health difficulties.

* Ensure individuals suffering from poor mental health are treated fairly and consistently and not made to feel guilty about their problems.

In cases of long term sickness absence put in place where possible and phased return to work plans.

* Make every effort to identify suitable alternative employment with full discussion with employee where a return to work to the same job is not possible due to identified risks or other factors.
* Treat all matters relating to individual employees and their mental health illness in the strictest of confidence and share only on a need to know basis only with the consent from the individual concerned.

1. **Communication**

* All employees will be made aware of the health at work policy.
* We will forward the actions from this policy. Regular updates will be provided to all employees via their line of management.

1. **Review and Monitoring**

* Employees participating in any of the health at work activities / courses will be asked for feedback.
* The policy, status updates and evaluation reports will be circulated to management.
* The policy will be reviewed six months from implementation and then annually after that to ensure that it remains relevant.

This policy was reviewed on 17th February 2021

Signed ……………………………………………………..

**8.4 Students**

Cramlington Kids Club is committed to sharing best practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff and gain work experience within Cramlington Kids Club. We welcome the chance to encourage training, we accept student placements and recognise this is an opportunity to examine and revise our own practice.

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors and close links have been established with the college or school.

Students will attend a pre-visit to the setting for an interview, followed by their student induction as well as a tour of Cramlington Kids Club. At this time the student will have had the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook and sign their contract in readiness for their first day:

* Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children.
* We require students to keep our confidentiality policy.
* It is expected that during the student’s placement, their tutor will visit the nursery or have verbal communication with the student co-ordinator to receive feedback about the student’s progression.
* Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual student needs and abilities and will aid their development.
* An accurate evaluation of ability and performance for both students and training providers will be provided and Cramlington Kids Club will support students who are experiencing difficulties with action plans if needed.
* To maintain parent partnerships, parents will be informed of when students are present in the setting by way of a notice board. Wherever possible this will be accompanied by a recent photograph of the student.

All students on placements must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to senior member of staff will supervise their work explain health, safety and fire requirements. All students are encouraged to follow Cramlington Kids Club routine and spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

This policy was adopted on 17th February 2021

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# 8.5 Documentation

## Records of policies and procedures which are required for the efficient and safe management of the provision and to promote the welfare, care and learning of the staff and children are maintained, these include:

* Accident book
* Booking Forms
* Cancellation and waiting list book
* Children’s details
* Complaints book
* Daily Diary for Babies
* Daily registers of children
* Fire log book
* Incident book
* Medication book
* Nappy chart for Babies
* Parent Agreement forms
* Sleep-chart for Babies
* Staff records
* Time sheets

All confidential records are kept in secure filing cabinet in the office.

This policy was updated on 17th February 2021

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8.6 Security

Arrival and departure procedures for staff, children and parents and any visitors, which incorporate identity checks, are in place. All staff will complete induction training, which promotes awareness of the whereabouts of other people in the building or outside and of other users or strangers on the premises.

The building is made secure to prevent unwanted visitors as well as making sure that children remain on the premises. The Baby Unit staff will be aware of safety of mobile babies and will make use of safety equipment available e.g. playpen, safety gate, pram safety straps and reins. Fire requirements are met when locking doors.

This policy was adopted on 17th February 2021

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**8.7 Work Related Violence**

The purpose of this policy is to set out Cramlington Kids Club policy and procedures to prevent, manage and respond to work-related violence. Management supports this policy and we will not tolerate any instances of work related violence, including verbal abuse, to our staff. No member of staff will be blamed for an instance of work related violence caused by a parent or member of the public. All employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff working on our premises.

Definition of work-related violence

CKC will define work-related violence as: any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of their employment.

Responsibilities of staff and managers

Managers – all managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it. Managers should also:

* Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
* Record details of the incident where appropriate and give all employees involved in the incident full support during the whole process. You should also respond and consider seriously any suggestions made by staff about how to improve violence prevention and management, and give feedback to staff about their suggestions, including whether it will be taken forward and if not, why not.
* Set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from members of the public.
* Respond to and where possible resolve incidents ideally before they escalate.
* Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed. Review and amend this policy and the risk assessment as necessary.
* Encourage other staff members to support their colleagues, including those that might have witnessed the incident. If victims are particularly traumatised by the event, provide support where possible, such as time off work or change to their tasks.
* If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

Managers have a responsibility to act in a way that does not incite or increase the likelihood of violence. They also have a responsibility to respond to any reports of violence.

Staff – all staff have the personal responsibility for their own behaviour and for ensuring that they comply with this policy.

There are a number of things staff can do to help prevent work related violence:

* Be aware of the company’s policy and comply with it.
* Offer great customer service and be aware of customer needs.
* Recognise the potential for work- related violence and take action to resolve it early on. Staff should take positive action and contact a manager if they think a member of the public might cause problems.
* Do not accept instances of work- related violence directed towards you or others. Staff should report any instances of work-related violence, threats or abuse, including any details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident. Serious incidents should be reported in the incident log and kept in the manager’s office but minor incidents and incidents of verbal abuse should be reported to the managers as they occur.
* Be supportive of colleagues who are victims or witnessed work-related violence.

Staff must have the responsibility to act in a way that does not incite or increase the likelihood of violence. Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.

Risk assessments

The risk assessments for work-related violence are kept in the managers’ office. The risk assessments are conducted by management and are reviewed every year.

This policy was adopted on 17th February 2021

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**8.8 Baby Sitting Policy**

We do not provide a babysitting service outside our normal hours. However, we understand that parents sometimes ask Nursery and Kids club staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangement s between staff and parents.

* Cramlington Kids Club is not responsible for any private arrangements or agreements that are made; such arrangements are between the staff member and the family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends Nursery outside of the setting.
* We require the staff member and parent to sign a copy of this policy. This will be kept on for the child and staff member.
* We have rigorous recruitment and suitability process in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff.
* This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to on-going supervision. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff.
* We will not take responsibility for any health and safety issues, conduct or grievances or any other claims arising out of the staff members private arrangements outside of Kids Club normal hours. The member of staff will not be covered by the Kids Club insurance whilst babysitting as a private arrangement.
* Out of hours babysitting arrangements must not interfere with the staff member’s employment at the Kids Club.
* All staff are bound by contract of confidentiality policy and Data Protection Act that they are unable to discuss any issues regarding Cramlington Kids Club, other staff members, parents or other children.
* Cramlington Kids Club has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type of arrangement, they need to pass these concerns onto the safe guarding leaders within the setting.
* It will the staff member’s responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in a car.

Parent / Carer Name Signature Date

Staff member Name Signature Date

This policy was adopted 17th February 2021

Signed………………………………………………

8.9 Staff or Director subject to enquiry with Police or Social Services policy

If any member of staff or member of their immediate family has involvement in any way with Police or Social Services the management team must be informed.

If however, a Director of Cramlington Kids Club is under investigation / enquiry from Social Services or Police then the management team must inform who will in turn inform Ofsted of the nature of the enquiries.

This policy was adopted on 17th February 2021

Signed………………………………………………

**9 Coronavirus Policy**

This policy applies to all employees, parents/carers, children, volunteers, students, and visitors.

This policy and its related Action Plan are dynamic and will be constantly monitored and adapted as required as the current pandemic unfolds. Cramlington Kids Club are closely monitoring and gathering information from the Government, Northumberland County Council, Public Health England, the NHS, the Department of Health, and the Department for Education in relation to COVID-19.

The health and wellbeing of our staff, children and families is our top priority and we are working hard to do whatever we can to protect everyone at Cramlington Kids Club from the possible spread of the virus. All updates and guidelines received from the Government, NHS and Department for Education are being strictly followed by our setting. In addition to our existing policies we have enforced strict measures to address the risk of Covid-19 and to ensure we provide a safe environment for everyone. Strict compliance of the government guidelines and the measures detailed below must be followed at all times. Childcare during lockdown period must be limited to one childcare or school setting at any one time and not both..

**9.1 Coronavirus and COVID-19**

The current coronavirus (COVID-19) outbreak poses a significant challenge to the entire world and has been declared a public health emergency of international concern by the World Health Organisation.

Coronaviruses are a family of viruses commonly found across the world in animals and humans, with certain types of coronaviruses causing illness in humans. COVID-19 is a new strain of coronavirus, not previously seen in humans, which was first identified in Wuhan City, China in December 2019. Due to it being a new virus, the lack of immunity in the population, and the absence (as yet) of an effective vaccine, means that COVID-19 has the potential to spread extensively.

The incubation period of COVID-19 is thought to be between 2 and 10 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 10 days after exposure to someone who has COVID-

19:

* New/persistent cough
* Fever or high temperature
* Anosmia – loss or change in normal sense of smell
* Difficulty breathing.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions such as diabetes, cancer, and chronic lung disease. There is no evidence at present that children are more affected than other age groups.

The majority of people to date with COVID-19 have recovered without need for specific treatment, with most cases being managed at home.

**9.2 How COVID-19 is spread**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

* Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
* It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands, then touching own face).

**9.3 Preventing the spread of infection**

Because there is currently no vaccine for COVID-19, the best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

* Washing your hands often - with soap and water or use an alcohol-based hand sanitiser that contains at least 60% alcohol if hand washing facilities are not available.
* Covering your cough or sneeze with a tissue, then throwing the tissue in a bin (Catch it, Bin it, Kill it) or if no tissue is available then catching your cough or sneeze in the bend of your elbow.
* People who feel unwell should stay at home and should not attend work or any education or childcare setting
* Pupils, students, staff, and visitors should wash their hands:
* Before leaving home
* On arrival at nursery and when entering the building (e.g. after being outside)
* After using the toilet or having nappy changed
* At breaks
* Before food preparation
* Before eating any food, including snacks
* Before leaving nursery
* Avoid close contact with people who are unwell
* Clean and disinfect frequently touched objects and surfaces.

At present, face masks for children and staff within education settings are not recommended to protect from infection.

All staff have completed “Prevent COVID-19” training as well as further in-depth infection control training in relation to infectious disease.

**9.4 Coronavirus ACTION PLAN**

This Action Plan is dynamic and will be constantly monitored and adapted as required as the

current pandemic unfolds. Cramlington Kids Club are closely monitoring and gathering information from the Government, Northumberland County Council, Public Health England, the NHS, the Department of Health, and the Department for Education in relation to COVID-19.

UK Government guidance and the DfE guidance “Early years and childcare COVID-19 guidance” is being followed.

**9.5 Focus**

**9.5.1 Testing and advice**

* If clinical advice is needed, the setting staff, parent or carer should go online to NHS 111 (or call 111 if they don’t have internet access).
* Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus
* Symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents/carers to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.
* Where a child, or staff member tests positive, the rest of their class or group within the setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.
* As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take.

**9.5.2 Children**- Area of concern = Attendance/ well-being and education/ children’s health and hygiene

Attendance

* Return to Nursery will only be with prior agreement of times and days with Managerial Staff.
* Children should only attend nursery if they are symptom free or have completed the required isolation period (this includes everyone in their household).
* On arrival at Kids Club, it is reasonable to ask if parents/carers, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough or anosmia). If the answer is yes, the child should not be allowed into the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines have been followed.
* We will not be checking temperatures upon arrival, however, in line with the latest guidelines from the government, if any child develops a temperature, a new continuous cough, or anosmia we advise parents/carers to keep them home for 10 days (exclusion period) as outlined by the government in the new guidelines. If these symptoms appear during the nursery session, parents/carers will be contacted immediately to collect their child.
* Parents/carers must agree to prompt collection within the new Parental Agreement Form provided to you, before the child starts back at Nursery. If a parent/carer cannot agree to prompt pick up, then the child cannot return to Kids Club.
* Parents/carers must also confirm emergency contact details before child returns, to ensure we have correct telephone numbers.
* Parents/carers must inform Cramlington Kids Club 24 hours before if child is not attending.
* If a child becomes ill at home, parents/carers must inform the setting as soon as possible and follow government guidelines relating to self-isolation.

**9.5.3 Wellbeing and education**

* Children will be supported in age/development appropriate ways to understand the steps that are being taken to keep everyone at Nursery safe, including regular hand washing and sneezing/coughing into a tissue or their elbow.
* Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.
* Early Years Foundation Stage curriculum and individualized learning programs will continue as much as possible. However, Early Years Foundation Stage Coronavirus disapplication’s can be implemented if / when needed.
* The setting will always remain in line with staff to child ratios.

**9.5.4 Children’s health and hygiene**

* It is important to note that social distancing is virtually impossible with Early Years children.
* Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.
* All children will wash hands upon arrival with water and soap for a minimum of 20 seconds. This will be supported by staff to ensure hands are adequately washed.
* All children will wash hands regularly with water and soap for a minimum of 20 seconds. This will be supported by staff to ensure hands are adequately washed. In particular after using the toilet or having nappy changed, after being outside, and before eating any food, including snacks.
* An alcohol-based hand Sanitiser that contains at least 60% alcohol may be used if hand washing facilities are not available.
* Staff will regularly clean frequently touched areas and resources.
* Children will not be permitted to bring toys from home into the Cramlington Kids Club unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.
* Pushchairs, buggies, scooters, car seats etc. will not be permitted to be left at Nursery.
* Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important.
* The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. Nursery will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, play dough etc.).

**9.6 Staff**

Area of concern = Attendance/ High staff absence/ Physical distancing/ Training and staff meetings/ Vulnerable Employees/ Symptomatic or exposed Employees remaining in the setting/ Self isolation and wellbeing/ Employees who have contracted COVID-19 outside of work/ Clothing/uniform/ PPE

**9.6.1 Attendance**

* Staff should only attend Cramlington Kids Club if they are symptom free, have completed the required isolation period, or have achieved a negative test result (this includes everyone in their household).
* Cramlington Kids Club will complete risk assessments and regular health questionnaires for returning to work.
* Staff must keep management informed of any illness, or suspected illness, of themselves or a member of their household.
* Testing is available to all key workers and their households.
* Staff will receive a copy of policy and action plan documents before returning to Nursery. A copy will be retained at Cramlington Kids Club signed by all staff to say that they have received and read a copy.
* Staff should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.

**9.6.2 High Staff Absence**

* If our setting experiences high staff absence due to COVID-19 we will follow these procedures:
* Combine group ratios
* Implement alternative hours and sessions to ensure ratios can be maintained
* Staff working flexible hours to maintain ratios through setting hours
* Only open to working parents/carers with priority given to those working in “key worker” roles.
* Alternative open and closing times.
* We will endeavour to remain open if safe to do so based on adult to child ratios, parents/carers will be kept informed through Facebook, via text message and through Voice calls.

**9.6.3 Physical distancing**

* We are no longer required to arrange children and staff in small, consistent groups so we can now return to normal group sizes.
* We still need to minimise contact between different age groups as this can reduce the number of children and staff required to self isolate in the event of children or staff testing positive for the COVID 19.
* Parents are still advised to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.

**9.6.4 Training and staff meetings**

* All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
* Online training for infection control and COVID-19 will be completed by all staff before returning to Kids Club. Certificates to be presented/emailed before start date.
* Where possible, meetings and training sessions should be conducted through virtual conferencing. Where this is not possible, social distancing measure will be in place.
* All fundraising events and other workplace gatherings are cancelled until further notice.

**9.6.5 Vulnerable Employees**

* Managers have identified certain vulnerable employees.
* Vulnerable employees may be required to work from home where possible.

**9.6.6 Symptomatic** or exposed Employees remaining in Kids Club

* Employees are advised to follow NHS Guidance.
* Symptomatic employees will be instructed to go home and are encouraged to get tested for COVID-19...Employees must inform management of the result of their test.
* Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidance.

**9.6.7 Self-isolation and Wellbeing**

* NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist.
* Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.
* Managers and colleagues are advised to keep in regular contact with home workers with regular individual / team calls, or by Group Messenger or Skype/Zoom.

**9.6.8 Employees** who have contracted COVID-19 outside of work

* If NHS 111 determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Setting policy.
* Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines.
* Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government guidelines and are encouraged to get tested for COVID-19. Employees must inform management of the result of their test.

**9.6.9 Clothing / uniform**

* All jewelry will be limited as much as possible. Any jewelry/watches worn below the elbow must be washed regularly, in line with hand washing guidelines.
* Hair should be tied up where possible.
* Uniform should be washed separately in line with NHS laundry guidelines:
* Wash hands after handling dirty laundry
* All clothing should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading.
* Laundry should not be left in the washing machine – any remaining germs can multiply rapidly.

**9.6.10 PPE**

Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.

* PPE should continue to be worn as normal for nappy changing and the administration of first aid.
* Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.
* The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
* PPE is only needed in a very small number of cases including:
* Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
* If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
* Disposable gloves, apron and fluid resistant mask will be available to staff to use appropriately.
* Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time.

**9.7 Parents/carers**

Area of concern = Physical distancing/ Communications/ Food/mealtimes/ Fee’s- funded hours.

**9.7.1 Physical distancing**

* Cramlington Kids Club will limit drop off and pick up to one parent/carer per family.
* On arrival it is reasonable to ask if parents/carers, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough, or anosmia). If the answer is yes, the child should not be allowed into the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines have been followed.
* Parents/carers will not be permitted to come into the setting and must stay outside of the building where possible.
* When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained in a safe manner.
* Parents/carers to leave the site promptly after dropping off or collecting children whilst maintaining social distancing guidelines.
* Parents/carers not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. Further breaches may result in loss of child’s place at Nursery.

**9.7.2 Communications**

* Parents/carers should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
* Parents/carers must agree to prompt collection if their child becomes ill, within the new contract, before the child starts back. If a parent/carer cannot agree to prompt pick up, then the child cannot return to the setting.
* Parents/carers to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.
* Updated policy, action plan and Parental Agreement Form to be signed by a family before the child can return to Kids Club.
* All families to return a signed contract before return.

**9.7.3 Food and Mealtimes**

* Nursery will still provide a healthy snack and drinking water/milk for snack times.
* Packed lunches must be in a named packed lunch box/bag. We ask parents/carers to clean the inside and outside of the box as well as all items in the packed lunch. Upon arrival, staff will also clean each packed lunch.

**9.7.4 Fees and funded hours**

* If Cramlington Kids Club is forced to close, and a child can therefore not attend, no fees will be charged.
* If Cramlington Kids Club is open but does not have space for a child to attend, no fees will be charged.
* If a parent/carer chooses for their child to remain off Nursery during the summer term (April – July) 2020, their place will be held until September 2020 and no fees will be charged.
* If a child is attending Cramlington Kids Club usual fees will apply.
* Children in receipt of free funded education will not be eligible to bank hours in the summer term (April –July) of 2021.

**9.8 Visitors and Visits**

Area of concern = visitors/ visiting other sites

**9.8.1 Visitors**

* Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the Setting unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual setting’s operational hours where possible.
* Unannounced visitors not to be admitted. Visitors by appointment only.
* All deliveries are left at front door.
* All fundraising events are cancelled until further notice.

**9.8.2 Visiting other sites**

* Visits to other sites such as training courses have ceased.
* School transitions will be dealt with on a one to one basis, following UK Government guidelines and the policies of all settings involved.
* New family show arounds should be done virtually or outside of Setting hours.

**9.9 Travel**

Area of concern = General/ Travel associated with Cramlington Kids Club operations

**9.9.1 General**

* Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travelers.
* Staff are advised to social distance whilst traveling.

**9.9.2 Travel associated with Cramlington Kids Club operations**

* Wherever possible staff and parents/carers should travel to the setting alone, using their own transport.
* If public transport is necessary, current guidance on the use of public transport must be followed.
* Pushchairs, buggies, scooters, car seats etc. will not be permitted to be left at Kids Club.
* Outings from the setting into the local community will be restricted.

**9.10 Hygiene, Health and Safety**

Area of concern = Hand washing/ cleaning/ waste disposal/ Laundry/ Risk assessment/ PPE/Resources/building

**9.10.1 Hand washing**

* All children and staff must wash their hands upon arrival with water and soap for a minimum of 20 seconds. Children will be supported by staff to ensure hands are adequately washed.
* Children and staff members should be encouraged to wash their hands frequently with water and soap for a minimum of 20 seconds. Children will be supported by staff to ensure hands are adequately washed. In particular after using the toilet or having nappy changed, after being outside, and before preparing or eating any food, including snacks.

**9.10.2 Cleaning**

* An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment.
* Communal area, touch points and hand washing facilities must be cleaned and sanitized regularly.
* A full clean (including disinfecting) of areas used will be done throughout the day and at the end of each day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
* Method for cleaning: Staff are to wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with cleaning products, wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
* Any cloths used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used if possible. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
* If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), a fluid resistant mask, gloves and an apron should be worn.
* Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.

**9.10.3 Waste disposal**

Tissues must be immediately disposed of in a bin with a lid if possible.

* All waste must be disposed of in a hygienic and safe manner.
* Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

* + Should be put in a plastic rubbish bag and tied when full.
  + The plastic bag should then be placed in a second bin bag and tied.
  + It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

* If the individual tests negative, this can be put in with the normal waste,
* If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

**9.10.4 Laundry**

All items within the setting requiring laundering, including staff uniforms, must be washed in line with NHS laundry guidelines:

* Wash hands after handling dirty laundry.
* All laundry should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading.
* Laundry should not be left in the washing machine – any remaining germs can multiply rapidly.
* Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
* Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
* Items such as towels, flannels and bedding must not be shared by children.

**9.10.5 Risk assessment**

All activity should be risk assessed and due consideration given to any adaptations to usual practice. This includes, but is not limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.

**9.10.6 PPE**

* Government guidance is that PPE is not required for general use in Early Years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid.
* Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.
* The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

**PPE is only needed in a very small number of cases including**:

* Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
* Disposable gloves, apron and fluid resistant mask will be available to staff to use appropriately.
* Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time.
* When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

**9.10.7 Resources/ building**

* Cramlington Kids Club resources will be limited to those that can be easily cleaned. We will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, play dough etc.).
* All resources required for play and the learning experiences of children should be regularly washed and/or sterilised.
* Windows will remain open throughout Setting where it is safe to do so to maintain a good flow of air and ventilation.
* Children’s learning will take part outside in the garden space where possible.

**9.11 Premises**

Area of concern = Building/ resources

**9.11.1 Building**

* Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns, appropriate Health and Safety checks should be conducted prior to reopening including legionnaires checks.
* Windows will remain open throughout Setting where it is safe to do so to maintain a good flow of air and ventilation.
* Information posters are present across the site on hygiene and hand washing.
* Use of specific Nursery areas will be limited to reduce contamination e.g. no use of meeting room. Office to be accessed by staff only (no visitors or parents/carers).
* Children’s learning will take part outside in the garden space where possible.

**9.11.2 Resources**

* Children will not be permitted to bring toys from home into the Setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.
* It is very challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean will be avoided. We will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, play dough etc.).
* Cramlington Kids Club resources will be limited to those that can be easily cleaned.
* All resources required for play and the learning experiences of children should be regularly washed and/or sterilised.
* Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

**9.12 Responding to a suspected case**

Area of concern = someone becomes ill in the workplace

**9.12.1 Someone becomes ill in the workplace**

* Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines.
* If clinical advice is needed, the setting staff, parent or carer should go online to NHS 111 (or call 111 if they don’t have internet access).
* If the person affected is a visitor their organisation will be informed if possible.
* In the event of a child developing suspected coronavirus symptoms whilst attending our setting, parents/carers will be contacted immediately to collect their child as soon as possible and isolate at home in line with the NHS guidance.
* Whilst waiting for the child to be collected, they should be isolated from others in a separate room or area. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. If possible, a window should be opened for ventilation.
* If the child needs to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* The staff member responsible for the child during this time should be a staff member from their ‘bubble’. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
* In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
* The area should be thoroughly cleaned immediately, and the person responsible for cleaning the area should wear appropriate PPE.
* If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
* Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents/carers to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.
* In the event of a staff member developing suspected coronavirus symptoms whilst at Kids Club, they should return home immediately and isolate at home in line with the NHS guidance.
* The employee will be encouraged to get tested for COVID-19. If a negative test is recorded, the employee may return to work.
* The employee must inform management of the result of their test.
* Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidance Nursery to inform parents/carers of a suspected case.

**9.13 Confirmed case**

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Area of concern = Contaminated workplace

**9.13.1 Contaminated workplace**

* Action will be taken as above in ‘suspected case’.
* As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take.
* All families to be contacted and informed of confirmed case.
* Workplace will be decontaminated following UK Government guidelines.
* Where the child, or staff member tests positive, the rest of their group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.

**9.14 Closure of Cramlington Kids Club**

* If we are advised by an outside agency (including the UK government or Northumberland County Council) to close our setting due to COVID-19 then we have no option but to do so.
* Other times we may be required to close are:
* If the setting experiences high staff absence due to COVID-19, and staff to child ratios cannot be safely met, despite following our procedures (combine groups, implement alternative hours and sessions, staff working flexible hours, only opening to working parents/carers with priority given to those working in “key worker” roles, alternative open and closing times).
* If there is a confirmed case of COVID-19 and we must close in order to thoroughly decontaminate the setting.

This Action plan is affective from Monday 1st June 2020 and will be reviewed on a regular basis and updated in accordance with government guidelines.

Revised on 01/02/2021 by Sheri Devine (Centre Manager)

Updated 17/02/2021by Helen Morris (Business Manager and Chairperson)

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)