



Rudston Primary School Out of Hours Club Procedures and Policies

These policies are written in further support of Rudston Primary School Policies and are detailed in this booklet in order to support staff and parents understanding of Out of Hours Club expectations and procedures.

Section 1

Club Procedures

- a. Admission and Fees
- b. Arrivals and Handover to Classrooms
- c. Child Induction
- d. Equal Opportunities
- e. Healthy Eating
- f. Illness and Accidents
- g. Play
- h. Behaviour, Suspensions and Exclusions
- i. Visitors

Rudston Primary School Out of Hours Club

Admissions and Fees Policy

Rudston Primary School Out of Hours Club provides care for children between the ages of 4 and 11 currently serving only the children of Rudston Primary School. The club will try to keep a principle of being able to offer places to all families who need it yet this will be dependent upon availability. The club will always have a minimum of 2 staff present irrespective of numbers and will preferably operate with 4 members of staff where possible.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established until further staffing can be appointed, with the following order of priority:

1. Siblings of children already attending the club
2. Those already on the waiting list (first come first serve basis).

Registration

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

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form including medical details (in addition to the school's medical information)

If a place is available, the parents and child will be welcome to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

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

- Permanent place:

Once booked, if a child does not attend for any reason, you will still be charged for this place. One week's notice must be given to cancel or change any bookings. If you wish to cancel the place altogether, one month's notice in writing is required. We do not make reductions for early collection of children and late charges of £10 will apply if late collection of child. This is due to the additional costs incurred for premises staff.

Fee structure

Breakfast Club is charged at £5.00 per session

After School is charged at £10.00 per session

Discounts available if more than 1 child attends Out of hours (£9).

- Fees must be paid in advance for regular bookings. Parents are asked to pay promptly to ensure the clubs sustainability. None payment of fees may result in a loss of your place.
- Fees should be paid via Parent Pay, bank transfer or childcare vouchers.
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to Mrs McLinden, School Business Manager.

Please see the school Charging Policy which is available on the school website for further information.

Rudston Primary School Out of Hours Club

Arrivals and Hand-Over to Classrooms

Rudston Primary School Out of Hours Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The Out of Hours Club Supervisor will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Escorting children to the Club

- The Club and school have a clear agreement that it is the Out of Hours Club's responsibility to transfer the children from their classrooms.
- We have a risk assessed route through the school to the Club and review it regularly.
- Two members of staff will always be present at the Club.
- All KS1 and EYFS children MUST be directly handed over by school staff to Out of Hours Staff.
- If a child booked into Out of Hours Club does not turn up we will check if the child is present at school during that day within the usual school procedure.
- Children can be collected at any time between 3.15pm and 5.55pm. (an extra charge will be incurred if late collecting)

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

Departures

- If a child is booked into the Club parents are expected to pick up their child directly from a member of the Out of Hours Club staff. If another person is nominated to pick up a child, they will have to give a pre-agreed password to a member of the Out of Hours Club.

Absences

- If a child is going to be absent from a session, parents must notify the school by leaving a message on the school's answer phone or via ParentApp.

Rudston Primary School Out of Hours Club

Child Induction Policy

When children first join Rudston Primary School Out of Hours Club they will be allowed to settle in at their own pace.

We welcome parents to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier

Rudston Primary School Out of Hours Club

Equalities Policy

At Rudston Primary School Out of Hours Club we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

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

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

Challenging inappropriate attitudes and practices

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

Racial harassment

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

Promoting equal opportunities

The Head Teacher is responsible for ensuring that:

- Staff receive relevant and appropriate training.
- The Equalities policy is consistent with current legislation and guidance.

- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs

Our Club recognises that some children may have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Special Educational Needs Coordinator

The School's Special Educational Needs Coordinator (SENCO) is Allison Mulvaney. The SENCO will guide the Out of Hours Club staff in:

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

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

Rudston Primary School Out of Hours Club

Healthy Eating Policy

Rudston Primary Out of Hours Club provides healthy, nutritious and balanced food and drinks. Food and drink are safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

Information regarding food allergies will be available to staff who are preparing the children's food.

Rudston Primary Out of Hours Club promotes healthy eating and leads by example. Staff responsible for food preparation, handling and storage have received appropriate training.

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

Rudston Primary School Out of Hours Club

Illness and Accidents Policy

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

All parents must complete the medical details about their child when they join the Club.

We will record any accidents or illnesses, together with any treatment given, on a First Aid / Incident Record as appropriate, which will be passed to a school staff member or parent when the child is transferred to their care.

Rudston Primary Out of Hours Club cannot accept children who are ill. If any children are ill when they first arrive at the Club we will immediately notify their parents to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered.

First aid

All Out of Hours staff are qualified as First Aiders. The First Aiders have a current first aid certificate. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid boxes are in the locked cupboards along the wall in the dining room and also in the staff room in the Junior Building and Science room in the Infant Building. The Out of Hours Supervisor regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Procedure for a minor injury or illness

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

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

Procedure for a major injury or serious illness

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

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the School's Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE(Health and Safety Executive) under RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013) in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found at the Club, all parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

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

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

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

Useful contacts Health Protection Unit: 0300 3038 162 (option 2) RIDDOR Incident Contact Unit:
0845 300 99 23

Rudston Primary School Out of Hours Club

Play Policy

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.

According to the Statutory Framework for the Early Years Foundation Stage (2021), "Play is essential for children's development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play which is guided by adults."

At Rudston Primary Out of Hours Club we recognise the importance of play to a child's development and follow the Playwork Principles. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

Facilitating play

We support and facilitate play by:

- Providing an environment which is safe and suitable for playing in.
- Setting up the Club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered
- Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available where appropriate, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills.
- Warning children in advance when an activity or game is due to end.

Play areas and equipment

- All indoor and outdoor play areas are checked and risk assessed daily before the children arrive.

- The Club keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.
- Children are involved in selecting additional equipment and resources for use at the Club.
- The resources used at the Club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our Equal Opportunities policy.
- The Club has a selection of fiction and non-fiction books, suitable for all age ranges.

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Behaviour, Suspensions and Exclusions

Policy Rudston Primary Out of Hours Club will deal with instances of negative and inappropriate behaviour by using positive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively in line with the school's behaviour policies.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents to deal with the inappropriate behaviour in accordance with our Behaviour policy. Any incidents of negative behaviour will be shared with parents at the end of the day. Any incidents deemed necessary will be recorded on the school's behaviour log - CPOMS, by the supervisor at the end of the session.

Where a child persistently behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and kept in the child's records.
4. The formal warning will be discussed with the child's parents, and all staff will be notified. Staff will inform the Supervisor if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk. Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the manager's agreement.

The Club may temporarily suspend the child for a period of up to 5 consecutive days. If the Club takes this step, the Headteacher will discuss our concerns with the parents in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Supervisor will meet with the parents and the child, in order to agree any conditions relating to the child's return to the Club.

Permanent exclusions

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the Club, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.

Rudston Primary School Out of Hours Club

Visitors' Policy

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

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

Section 2

Parents

- a. Complaints
- b. Involving Parents

Rudston Primary School Out of Hours Club

Complaints Policy

At Rudston Primary School Out of Hours Club we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy is available on the school website. Parents can request further copies. Records of all complaints are kept for at least three years.

The Supervisor is usually responsible for dealing with complaints. If the complaint is about the Supervisor, the Headteacher or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints Log will be completed and secured confidentially. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Club activity:

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

Complaints about an individual staff member:

- If appropriate the parent will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the Headteacher who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent should put their complaint in writing to the Supervisor. The Supervisor will:

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

If child protection issues are raised, the Supervisor will refer the situation to the Headteacher who may then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the Headteacher will contact the police.

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Involving Parents Policy

At Rudston Primary Out of Hours Club we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents and carers fully informed of policies, events and activities at the Club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Club.

We do our best to keep parents informed about the Club by:

- Inviting parents to visit the Club before their children start.
- Making all of our policies available at the Club for parents to consult whenever they like. We will actively welcome parents and invite their input into the Club in the following ways:

We collect information from parents which will help their child to settle at the club.

We involve parents in settling their children in at the Club (in accordance with our Child Induction policy).

We consult fully with parents to establish the care requirements for children with additional needs.

We greet all parents when they arrive to collect their children, and exchange any relevant information (e.g. any accidents, participation in today's activities, etc).

We can be contacted at all times, even out of Club hours through the school office.

- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints policy.

Section 3

Health and Safety

- a. Emergency Evacuation and Closure Procedures
- b. Fire
- c. Internet Safety
- d. Intimate Care
- e. Manual Handling
- f. Mobile Phones
- g. Safeguarding
- h. Smoking, Alcohol and Drugs
- i. Social Media

Rudston Primary School Out of Hours Club

Emergency Evacuation/ Closure Procedures Policy

Rudston Primary School Out of Hours Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Serious accident or illness

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

- If appropriate the Headteacher will contact the emergency services.
- The Supervisor will be responsible for escorting all children from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The other staff member will check the Club premises and will collect the register (including emergency contact details) providing this does not put anyone at risk.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The Supervisor will contact parents to collect their children. If the register is not available, the Supervisor will use the school's emergency contacts list.
- All children will be supervised until they are safely collected.

Rudston Primary School Out of Hours Club

Fire Safety Policy

Rudston Primary Out of Hours Club understands the importance of fire safety and complies with all of the school's health and safety policies and procedures.

To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least 3 times a year.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance and within school contracts.
- All fire drills are recorded in the Rudston Primary Out of Hours Club Fire Drill Log.
- The school has notices explaining the fire procedures which are positioned next to every fire exit and Rudston Primary Out of Hours Club abides by these procedures

Fire prevention

The Club will take all steps possible to prevent fires occurring by abiding by PAT testing rules as well as:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires in any equipment specific to the Club
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Supervisor and the register will be collected, providing that it is safe to do so.
- The Supervisor will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed
- If the register is not available the Supervisor can contact the Headteacher or SBM to gain access to SIMS remotely or ParentApps.
- If the supervisor is not present at the time of the incident, a member of staff will carry out the role.

Responsibilities of the Fire Safety Officer

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

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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf. The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

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Safe Internet Use Policy

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Intimate Care Policy

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have the responsibility to advise staff of any intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. Intimate care can include:

- Feeding;
- Oral care;
- Washing;
- Dressing/undressing - Supporting a pupil with dressing/undressing (Outside the usual support already given for PE lessons or with zips, buttons etc particularly in Nursery and Foundation Stage).
- Toileting - Assisting a pupil who has soiled him/herself, has vomited or feels unwell;
- Supervision of a child involved in intimate self-care. Providing comfort or support for a distressed pupil and assisting a pupil requiring medical care, who is not able to carry this out unaided are also considered as intimate care.

Legislation This policy and practice will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation. Children and Families Act 2014
<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted> Education Health Care Plans 37 – 50.

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Purpose of the guidance

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally.

As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Schools/settings are committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain. This guidance is to help ensure good practice in this area.

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These Guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Adhering to these guidelines of good practice should safeguard children and staff.

- Involve the child in their intimate care - Try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependant talk to them about what is going to be done and give them choice where possible.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make sure practice in intimate care is consistent.

Intimate Care Arrangements

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, (Outside the usual support already given for PE lessons or with zips, buttons, laces etc particularly in Nursery and Foundation Stage). Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support Children may seek physical comfort from staff particularly in Nursery and Foundation Stage. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving

reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical Procedures

It is preferable that medication is administered at home before or after school. If it is necessary for a child to receive medicine during the school day parents/guardians must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. Parents and carers should be made aware that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name;
- Prescribed dose;
- Expiry date;
- Written instructions provided by parents or doctor;
- Complete a school drugs administration form and have it counter signed, when possible, by another member of staff.

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Headteacher has prime responsibility for the safe management of medicines kept at school. Medicines should be kept in a place not accessible to pupils. Arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available to them.

Medical Conditions

If a child has a medical condition which is likely to lead to soiling and subsequent staff intervention, specific medical advice may be sought from outside agencies, such as the school nurse, and the parents will be asked to sign a permission form so that staff can clean and change their child if necessary. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents or emergency contact are able to come promptly, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. If parents/guardians cannot be contacted - staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

Soiling

Staff from Rudston Primary School will work together in partnership with parents to support each child towards independent use of the toilet. If tending to a child who has soiled themselves during the school day staff will respond sensitively and professionally. If 'accidents' occur the child will

change themselves into dry clothing, and wet items will be sent home for washing. The child's independence will be encouraged as far as possible in his/her intimate care and reassurance given. A record of the incident will be kept in school and the parent will be informed (by a note home, verbally at home collection time or phone call) and requested to return the borrowed items of clothing when laundered. If there is an occurrence of heavier soiling or vomiting, this may require staff to provide care at a more personal level.

Staff will follow set procedures for this intimate care:

- If possible, the child will be removed to a less public place to maintain dignity and avoid a feeling of humiliation;
- If appropriate, the child will be encouraged, through guidance and assistance, to clean themselves to make them more comfortable.
- Parents should be contacted as soon as possible;
- Staff will provide further intimate care in the following situations:
 1. If parents/guardians cannot be contacted - staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.
 2. If the parents/guardians are unable to come to school.
 3. If the child is very distressed or suffering unduly.
 4. Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any circumstances given guidance or assistance.

If incidents of soiling is a regular occurrence then a pupil care plan will need to be put in place after consultation between the school, the pupils' parent's/guardians and if appropriate, other outside agencies.

Rudston Primary School Out of Hours Club

Mobile Phones Policy

Rudston Primary Out of Hours Club fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club's mobile phone policy ensures that we all:

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

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept cupboard/office during working hours.

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

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

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

Children's use of mobile phones

We do not allow children to have mobile phones, in the Club. Children who bring mobile phones to Out of Hours will have them stored in the office.

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

Visitors' use of mobile phones

Parents and all other visitors must not use their mobile phone – or any other device - to take photographs within the club. This includes taking photographs of their own children.

Rudston Primary School Out of Hours Club

Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. At Rudston Primary Out of Hours Club we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible in line with the school's policy.

This policy is written with reference to the Health and Safety at Work Act 1974, which places a duty on employers "to ensure so far as is reasonably practicable, the health, safety and welfare of its employees", and to the Manual Handling Operations Regulations 1992 (as amended).

Procedure

In order to limit the risk of injury from manual handling operations, Rudston Primary Out of Hours Club will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard at Rudston Primary Out of Hours Club is likely to be the setting up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with due care and attention. It may be necessary to seek the assistance of an additional member of staff (Site Manager or Caretaker) in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

Employee's duties

It is the responsibility of all staff at Rudston Primary Out of Hours Club to:

- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Supervisor any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

In summary

Avoid: Whenever possible, avoid manual handling situations.

Assess: If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce: Reduce the risk of injury by defining and implementing a safe system of work.

Review: Review your systems regularly, to monitor the overall effectiveness of the policy

Rudston Primary School Out of Hours Club

Safeguarding Children Policy

(see the School's Safeguarding Policy for fuller information).

Rudston Primary Out of Hours Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur through the school's Designated Safeguarding Supervisor. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB) because it is part of a detailed and comprehensive school policy.

The School's Designated Safeguarding (Child Protection) Lead (DSL) is the Deputy Headteacher Wendy Walters. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

Forms of child abuse and neglect

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

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

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour

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

If abuse is suspected or disclosed

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

- Reassure the child that they were not to blame and were right to speak out
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see Logging an incident below).

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

Logging an incident

This is the responsibility of supervisor and all incidents should be recorded on CPOMS and reported to the DSL. All information about the suspected abuse or disclosure will be recorded on CPOMS as soon as possible after the event. The record should include:

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

The record will be assigned to DSL via CPOMS who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

Allegations against staff

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

- The allegation will be reported in writing to the Head Teacher. Any witnesses to the incident should sign and date the entry to confirm it.

- The allegation must be reported to the Local Authority Designated Officer (LADO). The LADO will advise if other agencies (eg police) should be informed, and the School/Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the School will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

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

- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2020)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused'.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission for the school. Only the school camera or I Pad will be used to take photographs of children at the Club, except with the express permission of the Headteacher.

Contact numbers

Liverpool's Careline Children's Service: 0151 233 3700.

LADO (Local Authority Designated Officer):

Ray Said, LADO & Risk Manager. Tel: 0151 233 0840 Mobile: 07841 727 309

Pauline Trubshaw, Deputy LADO. Tel: 0151 233 0846

Any e-mails should be sent to LADO@liverpool.gov.uk

LSCB (Local Safeguarding Children Board): 0151 233 0493/0510

Email: Jacquelyn.taylor@liverpool.gov.uk

Ofsted: 0300 123 1231

Police: 101

NSPCC: 0808 800 500

Rudston Primary School Out of Hours Club

Smoking, Alcohol and Drugs Policy

Smoking

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

Alcohol

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

If we discover that a child has alcohol in their possession while at the Club, we will confiscate it and urgently notify the Headteacher.

Drugs

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

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

Safeguarding children

All members of staff have a duty to inform the Headteacher and designated safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The supervisor and DSL will decide upon the appropriate course of action.

If a parent is clearly over the alcohol limit, or under the influence of illegal drugs, staff will report their concerns immediately to the Headteacher.

Related policies

Staff Code of Conduct, Safeguarding policy.

Rudston Primary School Out of Hours Club

Social Media Policy

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

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

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

When using social media sites, staff must not:

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

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

General cautions for using social media

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

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.

- Once an image or information is in the public domain, it is potentially there forever – Google never forgets!

Related policies

See also: Mobile Phone policy, Staff Code of Conduct policy, Safeguarding policy.

Section 4

Staffing Procedures

- a. Confidentiality
- b. Staff Discipline
- c. Staff Grievance
- d. Staff Induction and Development
- e. Whistleblowing

Rudston Primary School Out of Hours Club

Confidentiality Policy

At Rudston Primary School Out of Hours Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Rudston Primary School Out of Hours Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Concerns or evidence relating to a child's safety, will be kept in the school's CPOMS system and will not be shared within the Club, except with the Designated Safeguarding DSL- Allison Mulvaney) and the Out of Hours Club Supervisor
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable cupboard.
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it.

Sharing information with outside agencies

We will only share accurate and up to date information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. Our primary commitment is to the safety and well-being of the children in our care.

Data Protection Act

We comply with the requirements of the General Data Protection regulation of 14th April 2016. For further clarification please contact Mrs McLinden, Data Protection Officer on 0151 722 2435

Rudston Primary School Out of Hours Club Staff

Disciplinary Policy

Rudston Primary Out of Hours Club aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below. Performance of all staff is managed under the supervision of the Headteacher.

This policy follows the school's procedure for staff disciplinary.

Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask questions and answer allegations, and has the right to be accompanied by a colleague or union representative.

Rudston Primary School Out of Hours Club

Staff Grievance Policy

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

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

If the concerns relate to safeguarding issues, the staff member should follow the procedure set out in our Whistle Blowing policy. If the concerns relate to malpractice or wrongdoing with regards to the running of the Club, the staff member should follow the procedure set out in our Complaints and Grievance policies.

Related policies

See also our Safeguarding Policy, Whistleblowing Policy, Staff Code of Conduct Policy

Rudston Primary School Out of Hours Club

Staff Induction and Development Policy

Each new member of staff at Rudston Primary Out of Hours Club receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the Supervisor will discuss the practical implications of the Club's policies and procedures with them.

All new staff will receive induction training which will include:

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

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club, we provide all our staff with:

- a thorough induction process
- opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan.

Training

The Supervisor will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by their manager.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held regularly for 10 minutes.

Rudston Primary School Out of Hours Club

Whistleblowing Policy

Rudston Primary Out of Hours Club is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the Club they can disclose this information internally without fear of reprisal. Our Whistleblowing policy is intended to cover concerns such as:

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

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

Contact information

LADO (Local Authority Designated Officer):

Ray Said, LADO & Risk Manager. Tel: 0151 233 0840 Mobile: 07841 727 309

Pauline Trubshaw, Deputy LADO. Tel: 0151 233 0846

Any e-mails should be sent to LADO@liverpool.gov.uk

LSCB (Local Safeguarding Children Board) 0151 233 0493/0510

Email: Jacquelyn.taylor@liverpool.gov.uk

Ofsted: 0300 123 1231

Related policies

Staff Grievance policy, Safeguarding policy.