

ACCIDENT POLICY

The staff will endeavour to ensure that Ali's After School, Breakfast and Holiday Club takes place in a safe and healthy environment. At least one of our qualified paediatric trained first aiders will always be on duty at all times.

Breakfast Club- Brenda Pattinson/Marie Griffiths
After School Club- Sarah Hodgson/Brenda Pattinson
Holiday Club- Sarah Hodgson

In the event of an accident, details will be recorded and parents/carers informed.

It is essential that the staff receive a **completed Registration Form** which includes medical details and consent to seeking medical treatment in an emergency and for staff to administer first aid in the event of a minor accident.

Parents/carers are responsible for informing staff of any change of circumstances relating to the Registration Form.

Minor Accident

In the event of a minor accident the qualified first aider will treat the child and the parents/carers informed when they collect their child at the end of the session. Consent for staff to administer first aid in the event of a minor accident is included on the Registration Form.

Major Accident

In the event of a major accident the parents/carers will be contacted immediately. If they are unavailable the staff will seek medical assistance. Details and consent for the staff to seek medical treatment in an emergency is included on the Registration Form.

All staff will be aware of who the qualified first aider is and where the first aid box, mobile telephones, emergency contact details and Registration Forms are to be found.

Staff will implement the following procedure when dealing with accidents:

- Reassure and comfort the injured child.
- Assess the injury without moving the child.
- Take the other children to another area.
- Refer to medical details on the Registration Form.
- If a minor accident, administer first aid.
- If a more serious accident, contact parents/carers, emergency services
- If a child needs to be taken to hospital and parents/carers are not available, a member of staff will go with them.
- Speak to parents/carers about the accident.
- Standard letter to be sent home to parents/carers.
- Record accident in Accident Book, to be signed by parents/carers.

In the event of a major accident Ali's After School, Breakfast and Holiday Club will notify OFSTED within 14 days.

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
October 2016	<i>R Hind</i>	October 2017

ABUSIVE SUBSTANCES

No person is allowed on the premises or within the boundaries of the school if they are under the influence of any harmful substances.

This includes:

- Illegal drugs,
- Alcohol,
- Or any other harmful substances.

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ADMISSIONS POLICY

STATEMENT OF INTENTION

It is our intention to make Ali's Out of School Clubs accessible to children and families from all sections of the local community.

AIM

We aim to ensure that children between 3-11 years old and their families of the Harraby area and Carlisle have access to Ali's After School, Breakfast and Holiday Clubs (also known as Ali's Out of School Club), through open, fair and clearly communicated procedures.

METHODS

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of Ali's Out of School Clubs is widely advertised in places accessible to all sections of the community.
- We ensure that information about Ali's Out of School Clubs is accessible in written and spoken form and where appropriate, in different languages.
- We normally arrange our waiting list in a first come, first served order. In addition our policy ensures that any **looked after children, will be given first priority**. We may also take into account: a child with special education/additional needs and siblings already attending the club.
- We describe the clubs and practices in terms which make it clear that it welcomes and involves fathers, mothers, other relations and carers including nannies and childminders.

We describe the clubs and its practices in terms of how it treats individuals, regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

- We describe our clubs and its practices in terms of how it enables all children and parents/carers inclusively to take part in Out of School Clubs. We monitor the gender and background of children joining the clubs to ensure that there is no accidental, indirect or direct, discrimination taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the clubs to avoid excluding anyone.
- We cover out of school care for a wide age range of 3-11 years old.

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BEHAVIOURAL POLICY

The staff aim to provide a play environment that ensures the children's right to play/learn without fear of being hurt or hindered by anyone else, an environment that positively encourages good behaviour.

Staff have a responsibility to actively encourage and reinforce desirable behaviour and to discourage and challenge unacceptable behaviour.

The following staff are the coordinators for managing behaviour;

Breakfast Club- Jane Matthews/Brenda Pattinson

After School Club- Sarah Hodgson

Holiday Club- Heidi Park

All children will be actively involved in discussing and setting ground rules for Ali's Out of School Clubs, and encouraged to take responsibility for their own behaviour and its consequences.

Staff will promote the children's welfare and development by managing their behaviour in the following ways:

UNACCEPTABLE BEHAVIOUR

Examples of the type of behaviour that is unacceptable include: aggressive behaviour, bad language, racist or sexist comments, violence, general name calling, bullying and lack of respect for equipment/environment and property.

Children's whose behaviour is unacceptable will be given one to one adult support to help them work towards a better behaviour pattern.

If, after working with a child on an individual basis, staff are unable to resolve an ongoing problem, parents/carers will be asked for their support.

In the event of a child repeatedly putting either themselves or other children at risk, or preventing other children from benefiting from the activities on offer, parents/carers may be asked to keep their child at home. Unacceptable behaviour will be monitored and may be recorded in our behaviour book. If a child's name appears in the behaviour book on 3 occasions the parent will be notified that the child will have to leave the club. If a child's behaviour improves, then one occasion will be reduced each term.

Physical punishment such as smacking or shaking is never used or even threatened, neither is verbally humiliating children in front of others.

It is the behaviour **NOT** the child that is not welcome.

PHYSICAL RESTRAINT

If a situation arises where staff feel that a child poses a serious risk of personal injury to either themselves, other children, an adult or risks causing serious damage to property, staff may have to physically restrain them.

Any incident will be recorded and the parents/carers informed on the same day.

EXCLUSIONS

To exclude a child would be the last resort. Staffs recognise the fact that the problem is the behaviour and not the child, and will endeavour to work with children to help them understand and modify their behaviour to ensure that they develop the appropriate social and personal skills to allow them to be integrated into Ali's Out of School Clubs.

Initially staff would attempt to resolve problems on an individual basis with the child within the Ali's Out of School Club setting. If unable to resolve an ongoing problem, the parents/carers will be asked to meet with the staff to discuss their concerns and to be asked for their support.

Staff may monitor and record any problems, progress and incidents involving the child. These records would be shared with the parents/carers.

In extreme cases unacceptable behaviour which, after consultation with parents/carers, cannot be resolved within the Ali's Out of School Club setting, staff will inform parents/carers that the issue will be taken to the Management Committee to discuss the possibility of excluding the child. The parents/carers have the right to attend the meeting if they so wish.

In instances of violent behaviour a child will be immediately excluded. It will then go to the management committee to discuss whether the child can be admitted back into the club.

The Management Committee reserve the right to exclude children either permanently or for a period of time if they feel that it is necessary in order to safeguard the welfare and safety of the other children and adults involved in Ali's Out of School Clubs.

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BOOKINGS POLICY

Regular Bookings

To be classed as a 'regular' user you will:

- Use the club at least one session a week.
- Book a minimum of a half term in advance.

To book a place

Booking forms must be filled in before your child starts. Forms are available from the After School, Breakfast and Holiday Clubs or the school office, please complete and return to any member of staff at Ali's After School, Breakfast and Holiday Club

OR Telephone: 07970 613735 or 07572 543717

Confirmation of a regular booking will be made by the Manager/Leader of the clubs.

Bookings must be made 2 days (48 hours) before the place is required.

Fees to be paid on the first session of the week that your child attends.

If your child is absent from any clubs for **any reason** then you still have to pay for their sessions.

If fees are two weeks in arrears then the child's place will be offered to another child on the waiting list.

Cancellation of regular booking

You must give at least two weeks notice to the Manager/Leader.

If less than two weeks notice is given, the balance of the 2 weeks full fees will be charged.

Cancellation of Holiday Club Bookings

48 hours notice must be given if you wish to cancel your child's booking. If less than 48 hours is given then the full fees for that booking will be charged.

Absences

Full fees will be charged for **all** absences.

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BREAKFAST CLUB ARRIVAL AND ESCORT OFF THE PREMISES

All parents/guardians using the Breakfast Club will drop children off and sign them into the Breakfast Club.

In September when the juniors start the breakfast club, at 8.30 they will be escorted to the junior school in time for the start of the school day. This usually takes place in the first half term. The children from that point on will be escorted to the year 2 door and they will walk over to the junior school themselves.

- A new child starting mid term in the junior school for the first time will also be escorted for day one and then will walk over with the other children after that.
- A child starting the breakfast club for the first time and normally attends the junior school, will walk across with the other group of juniors.

When Junior School children have had their breakfast they will be able to leave the club to go to the Junior School from the year 2 entrance at 8.30 am. to go straight into school or play in the playground until the bell goes. The staff will sign the children out of the club. Infant School children will be escorted to their classrooms by a member of staff at 8.50 am.

If there are to be any changes to a Breakfast Club booking, parents MUST contact Breakfast Club as soon as possible via the Club phones,

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Policy Statement

I understand that my child who attends the junior school will follow the above arrangements for transferring to school at 8.30 in time for the start of the day.

COLLECTION POLICY – AFTER SCHOOL AND HOLIDAY CLUB

The main entrance to the After School Club is Inglewood Infant School. It is based in the school's P.E. Hall.

Staff will only allow children to be collected by either:-

- Parents/carers
- Other adults (over the age of 16 years) specified on the registration form.
- All children **MUST** be collected by 6.00pm.

Under no circumstances are staff allowed to take children home.

Staff **will not allow** children to walk home on their own.

If parents/carers are going to be late, they must inform the staff in advance.

Adults collecting children must sign the children out on the register and note the time of collection.

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COMPLAINTS POLICY

Ali's After School, Breakfast and Holiday Club aims to provide the best possible service with the resources available.

We have a record for complaints available. If you would like to see it, please ask one of the Managers/Deputies of the club.

If any parent/carer has any complaints about the operation of Ali's After School, Breakfast and Holiday Club (individual clubs or as a whole) or a member of staff, they can either:

- a) Bring the complaint to the attention of the Club's Manager/Leader.
- b) Bring the complaint to the attention of the Management Committee
- c) Fill in a complaints form that is addressed to Ofsted available on the notice board or ask a member of staff for a copy and post to:

The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD
Telephone 0300 123 1231

<https://www.gov.uk/government/organisations/ofsted>

We will notify complainants of the outcome of their written complaint within 28 days.
We are required to keep a confidential report of the complaint on the premises.

The staff/ committee member are obliged to support you, in your own words, with the writing of the letter.
This will be handled sensitively and confidentially.

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CONFIDENTIALITY POLICY

Legal Legislation

Data Protection 1998

Human Rights 1998

In respect of confidentiality, only staff with parents or guardians who have parental responsibility will have access to information regarding individual children and families. It is vital that you keep your records of registration up to date, if you have any changes to parental responsibility then we need to know immediately

Confidential information will not be discussed with people other than:

- Parents/carers, except if relevant to child protection issues.
- Social Services or Cumbria Local Safeguarding Team.
- Teachers to After School, Breakfast and Holiday Club re: behaviour issues etc..

Staff understand that confidential information will not be discussed outside the clubs in any form. As part of their induction it will cover the following areas:

- By telephone or SMS.
- Computer/ internet including websites such as Face book or Twitter.
- Verbal or written.
- Staff will not have their own mobile phones with them during their working hours (Safeguarding children) they will use the mobile phones registered to the clubs for the running of the clubs outings and outdoor use.
- Staff will not use any personal cameras, including those on mobile telephones, to take photographs of children in their care. Staff will use the camera allocated for the clubs use

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EARLY YEARS- ALI'S OUT OF SCHOOL CLUBS

POLICY AND PROCEDURE FOR STAFF SUPERVISION

Introduction

Supervision is primarily a tool to support the management of practice. Where successful, it should provide practitioners with a route through which to raise any professional queries, to discuss career progression, to clarify roles, responsibilities and work tasks, to support performance management and to build their confidence in supporting children's development. It should also be an opportunity for practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

Statutory Framework

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2014 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, clauses 3.21 and 3.22 as follows:

3.21. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

3.22. Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness. Supervision meetings will be arranged at least termly. However, the frequency of supervision meetings will vary with the experience of individual members of staff, how long they have been in post, the complexity of their role and any particular support needs that have previously been identified.

Key responsibilities for individuals carrying out supervision

- Sessions should be organised in advance and arrangements will be changed only in exceptional circumstances.
- Meetings should be well-structured, allowing both the supervisor and the supervisee to contribute to the meeting.
- An appropriate place will be selected for the meeting that is free from interruptions.
- All the areas included within the supervision policy will be covered.
- The meeting will be recorded accurately and a copy will be provided for the supervisee.

Key messages for supervisees

For everyone to gain the maximum benefit from supervision, it is essential that supervisees:

- Prepare for each meeting by reviewing notes and thinking about the issues to discuss
- Are ready to share their thoughts and ideas in the meeting
- Talk openly about what has gone well and what has been challenging
- Are prepared to plan and undertake training and other development activities as agreed with their supervisor
- Read and agree the notes from the meeting and carry out any required actions.

Suitability to work with Children

Supervision meetings offer a regular opportunity for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children. Disqualification from working with children includes living in a household with a person that is disqualified.

Significant information will be recorded as a declaration on the individual member of staff's supervision form.

Completing the written record of the supervisory meeting

Every supervisory meeting will result in an agreed written record of what has been discussed and what actions should be taken next. Notes will be taken by the supervisor and then written up at a later date, or a handwritten record of the meeting will be completed as the meeting progresses. The record will include points for action with clear timescales and identified responsibilities. The supervisor and supervisee should agree on the content as an accurate record of the meeting, by both individuals signing and retaining a copy of the notes for future reference.

Supervisions will take place at the end of the autumn, spring and summer term. At the beginning of each academic year appraisals will take place with a review mid-way through the year.

The Manager will complete the supervisions with the nursery managers, followed by the Manager completing them with the rest of the staff.

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EMERGENCY/FIRE EVACUATION PROCEDURE

A practise fire drill should take place at least once every 5/6 weeks on different days of the week, to ensure that all children and staff are aware of the procedures to follow in case of a fire. Fire practices will be recorded in our Fire Log Books.

Fire practices will be taken from the dining area, toilet areas and outdoor areas.

Should there be an incident which requires emergency evacuation of the building; the following procedure will be followed:

Within the building:

- The fire alarm will be activated in the event of either a fire or other emergency.
- The staff member in charge will ensure they collect the daily register or signing in sheet and the emergency contact list.
- The staff will lead the children in a calm manner through the nearest safe emergency exit.
- Toilets and any other areas, which children may have access to, will be checked to ensure that all children have been collected.
- Everyone will gather at a pre-arranged area away from danger. (in front of school gate near grassed area beside the bollards)
- The person in charge will check that all children and staff are present by calling the register.
- Staff will contact the children's parents/carers and alert the emergency services if necessary.

Outside the building:

- If an emergency occurs while on a pre-arranged outing, children will be gathered together in a safe area already discussed with staff prior to the event.
- Staff will carry a mobile phone, register/daily signing in sheet and a list of contact numbers when off site. A check will be made to ensure all children and staff are present.
- Parents/carers will be notified and staff will ensure the safe collection of children.

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EQUAL OPPORTUNITES PLAY POLICY

LEGAL FRAMEWORK

Equality Act 2010

Staff aim to provide;

- Equal opportunities for all children and ensure non-restrictive play with regard to different backgrounds, gender, ethnicity, religion and ability. For all children to have the right to individual right to make choices and to be able to speak freely.
- The children with play opportunities that will give them a greater understanding of the world and the people in it.
- Positive role models for the children. The staff have a responsibility to challenge and to encourage the children to challenge discriminatory language and/or behaviour within Ali's Out of School Clubs.

Play is for all children, and through Ali's Out of School Clubs, the staff aim to encourage both children and adults to accept and value differences in each other.

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EQUALITY POLICY

After School, Breakfast and Holiday Club are committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

Equality Act 2010

We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding of issues of equality and diversity.
- Make inclusion a thread which runs through all of the activities of Ali's Out of School Clubs.

The activities offered in Ali's After School, Breakfast and Holiday Clubs encourages children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypes or derogatory images in the selection of materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that the activities offered are inclusive of children with special needs and children with disabilities.
- Ensuring that children whose first language is not English have full access to the activities and are supported in their learning.
- Ensuring that all children make their own choices and decisions and have the opportunity to speak freely.

Valuing diversity in families:

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life into Ali's After School, Breakfast and Holiday Clubs.
- We encourage parents/carers to take part in the life of Ali's After School, Breakfast and Holiday Club and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer.

Food

- We work in partnership with parents/carers to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, cultural approaches to mealtimes and eating, and to respect the differences among them.

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FEES POLICY

If any fees are in two weeks arrears then the child's place will be given to another child on the waiting list.

Fees are to be paid on the first session of the week that your child attends Ali's After School, Breakfast or Holiday Clubs or as agreed by the Manager/Leader.

Breakfast Club

- £2.50 per session from January 2016
- Operating times are 7.45am – 8.50am
- Juniors leave to go to school at 8.30am

After School Club

- £7.50 per session from January 2016
- The operating times are 3.00pm – 6.00pm

Holiday Club

- £22.00 whole day or £12.00 half a day from January 2016
- The operating times of the club (outside term time only) are 8.00am – 6pm, Monday to Friday. Closing times may vary dependant on demand.

Fees apply to the holiday club children on your booked days even if your child does not attend for whatever reason unless the required cancellation time is given.

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HEALTH AND SAFETY POLICY

The play workers aim to ensure that Ali's After School, Breakfast and Holiday Clubs take place in a safe, healthy environment, which actively promotes safe and healthy lifestyles. This will be carried out in the following ways:

HYGIENE

One member of Staff at least are trained in food hygiene and preparation. All staff and children will wash hands before serving/eating snacks and after toileting.

INTIMATE CARE POLICY

Children between the ages of 3 and 5 who need personal care and intimate care i.e changing nappies, will be supported by a member of staff in the Nursery toilet. Other children who need support with intimate care or to deal with any other personal needs will also be supported by the staff to use the registered toilet and this will be completely confidential between parents and staff.

FOOD HANDLING

Staff involved in the preparation and handling of food will be aware of the basic regulations when preparing 'low risk' snacks relating to food and safety.

MEDICATION

We refer to the school's "Supporting Pupils with Medical Conditions" Policy.

- Children taking prescribed medication must be well enough to attend the setting.
- We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
- Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- the full name of child and date of birth;
 - the name of medication and strength;
 - who prescribed it;
 - the dosage and times to be given in the setting;
 - the method of administration;
 - how the medication should be stored and its expiry date;
 - any possible side effects that may be expected; and
 - The signature of the parent, their printed name and the date.
- The administration of medicine is recorded accurately on our medication records each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record to acknowledge the administration of the medicine. The medication record, records the:
 - name of the child;
 - name and strength of the medication;
 - name of the doctor that prescribed it;
 - date and time of the dose;
 - dose given and method;
 - signature of the person administering the medication and a witness; and
 - Parent's signature to say that it has been administered
 - Medication record forms are monitored to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

- All medication is stored safely in a locked cabinet or refrigerated as required
- Staff members are responsible for ensuring medicine is handed back at the end of the day to the parent.

- For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Staff members check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each child with a long term medical condition that requires on-going medication. This is the responsibility of the SENCO alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- An individual health plan for the child is drawn up with the parent; outlining the key person's/ staff's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.
- The individual health plan is assessed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.

- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box, clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure should be read alongside the outings procedure.

Children at Inglewood Junior School who attend the clubs- The Secretary who holds the medication in the Junior School Office will meet the member of staff who collects the children for the After School Club and hand over the medicine and any record that has to be given to the child and parent. The ASC will then give the child the medication at the ASC and this will be passed on to the parent when they collect the child.

All the staff of Ali's out of school clubs have been trained in the use of Epi- pens

There are some children with long term illnesses that require medication, i.e. asthma and allergies. The parents/carers of these children will need to complete a medical plan which will be shared with the play leaders. Permission will be needed to seek any necessary treatment.

Children's medicines are stored in accordance with the product instructions. For example stored in a labelled box in our own fridge in the kitchen. Stored at room temperature in our top drawer in the filing cabinet which is opened during session times and out of reach of children.

In the event of children requiring specialist medication Ali's After School, Breakfast and Holiday Club will seek specialist training for staff from a qualified health professional i.e. use of an Epi-pen

If any juniors carry their own inhalers with them then the parent/carer will need to fill in a separate form (Child Stores and Using Their Own Medication form) allowing them to use it in any of the clubs. The children can only use the inhaler in front of a member of staff so that it is carried out in safety, with no other children involved and is then stored away properly.

Permission is required to give medication to a child. This is recorded by the staff on the child's medication record and signed by parents or guardians

FIRST AID

A person authorised to carry out first aid will always be on duty at the clubs.

The named Paediatric first aiders at;

The After School Club

Sarah Hodgson

Brenda Pattinson

Marie Griffiths

Leona Dixon

Kara Dolan

For Breakfast Club

Brenda Pattinson

Jane Matthews

Marie Griffiths
Sarah Green

For Holiday Club:
Sarah Hodgson

A first aid box will be kept on the premises for the sole use of Ali's After School, Breakfast and Holiday Clubs. It is stored on the top of the filing cabinet it will be checked regularly and re-stocked.

All accidents will be recorded in an accident book, which parents/carers will be asked to sign when they come to collect their child.

Staff are not permitted to put plasters on children.

Staff will speak to parents/carers about the accident when they come to collect their child.

In the event of a minor accident, qualified first aiders will treat the child.

In the event of a major accident, medical help will be sought and the parents/carers will be contacted immediately. Consent for staff to seek medical assistance in an emergency is given on the registration form.

SICK CHILDREN

Children who present themselves at Ali's After School, Breakfast and Holiday Clubs who are unwell or infectious will not be allowed to stay.

Children will be isolated from the other children whilst staff make contact with parents/carers or emergency contacts, using information on the registration form.

Parents/carers will be expected to collect their sick children immediately.

Parents/carers are requested to notify the staff if their children have any notifiable disease to enable them to notify other parents/carers.

SUN PROTECTION

If the weather is warm the staff will make sure that children have plenty of fluids available to them to drink.

If the weather is hot, parents/carers are asked to send their children to Ali's After School, Breakfast and Holiday Clubs with sun hats, long sleeved tops and sun cream. Staff will support children to apply their cream. Consent permission is on the registration form.

ANIMALS

If an animal is visiting the setting, the leader will ensure that the animal is of no risk to the children in the proximity of the area. The risk assessment carried out will include any children's allergies and/or the children and animal's behaviour. The handler and animal will be met by the leader before the visit.

SAFETY

Staff aim to create a safe environment for the children attending Ali's After School, Breakfast and Holiday Clubs by:

- Ensuring that all parents/carers complete a registration form before a child can be admitted.
- Keeping a daily register of the children, who will be signed in and out by a named person.
- Ensuring that the children are supervised at all times and in accordance with the EYFS ratios of 1 adult to every 8 children.
- Policies and procedures are in place regarding the registration and collection of children.
- Carrying out a health and safety check prior to the start of each session.
- Not allowing smoking in the presence of children during Ali's After School, Breakfast and Holiday Club sessions.
- Only allowing adults who have been police checked unsupervised access to the children.
- Ensuring that everyone (adults and children) are familiar with the fire procedure.
- Fire drills are carried out periodically.
- Fire doors are not obstructed, clearly identified and easily opened from the inside.
- Ali's After School, Breakfast and Holiday Club is covered by public liability insurance.
- Storing all dangerous materials out of the children's reach.
- Not allowing children in the kitchen.
- There will be a member of staff with a first aid qualification on duty at all times at Ali's After School, Breakfast and Holiday Clubs.

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
October 2016	<i>R Hind</i>	October 2017

HEALTHY EATING POLICY

We practice alongside The Inglewood Infant School policy

The following members of staff have a food hygiene certificate:

Breakfast Club-Brenda Patterson/Sarah Hodgson/Sarah Green/Marie Griffiths

After School Club-Brenda Patterson/Sarah Hodgson/Marie Griffiths

Holiday Club- Sarah Hodgson

Fresh drinking water will be available for children at all times with the option of pure orange juice or apple juice or milk

The children will be provided with healthy snacks at Ali's After School and Holiday Club and a healthy breakfast at the Breakfast Club.

Information regarding a child's individual dietary/cultural needs (see registration form) will be respected.

Children's healthy packed lunches are encouraged at the holiday club and are to be stored in the fridge FOR UNDER FIVES Other children will use ice blocks in their bag

Children will be encouraged not to swap their own food; to protect children with food intolerance.

A list of After School snacks are displayed for each day on the parent's notice board in the main hall. A Breakfast choice is displayed on the Breakfast parent's board

A list of daily snacks from the Holiday club are displayed on the parents board in the main hall

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December 2015	<i>K Clarke</i>	June 2016
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HOLIDAY CLUB ARRIVALS AND COLLECTIONS

All parents/guardians using the Holiday Club will drop their child/children off at the main hall at Inglewood Infants School and sign them in.

Parent/guardians MUST collect their child/children on time. If a parent is 15 minutes or more late to collect their child/children, a fee of one full hour will be charged per child.

In busy changeover periods, safeguarding issues may arise if a parent/guardian is late. Therefore it is imperative that parents arrive on time to collect their child/children. (Please read Uncollected Children Policy)

Children will be signed out by parents/carers in the main hall on collection.

[Please see Uncollected Children Policy](#)

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December 2015	<i>K Clarke</i>	June 2016
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INFANT CHILD COLLECTION POLICY INGLEWOOD INFANT SCHOOL

- The children in Reception and Nursery will be collected by a member of staff at the end of each day.
- Years 1 and 2 will be taken to the hall by either the class teacher or teaching assistant en route to home time for other children
- To establish the child's collection, After School Club staff will be responsible for making contact with the child's class teacher or teaching assistant when the child starts the After School Club session.
- Teaching staff cannot handover a child to Ali's Afterschool staff who has been ill at the school before 3pm. The teaching staff will need to adhere to the school's own sickness policy.
- If a member of schools staff need to send a message to a parent via the Afterschool staff, this message cannot be verbal but must be put in a sealed envelope to be given to the parent. If the parent does not come to collect the child at night the letter will be returned back to the relevant teacher.
- After School Club staff will be waiting in the Infant's dining hall for the children to arrive, with a register of who is attending.
- After School Club Staff will check and sign in that all children are present on the register. If a child appears to be absent, the staff will check with school staff to confirm their absence or locate the child by checking the school register with the teacher and notify parents if needed.

It is vital that you let us know if your child is in an after school activity. If your child does not arrive at the correct time we will contact you or your emergency list.

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
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JUNIOR CHILD COLLECTION POLICY INGLEWOOD JUNIOR SCHOOL

Staff from the After School Club will arrive at Inglewood Junior School to collect the children. Teaching staff cannot handover a child to Ali's Afterschool staff who has been ill at the school before 3pm. The teaching staff will need to adhere to the school's own sickness policy.

- If a member of the schools staff need to send a message to a parent via the after school staff, this message cannot be verbal but must be put in a sealed envelope to be given to the parent. If the parent does not come to collect the child at 6.00pm the letter will be returned back to the relevant teacher.
- The children will be collected from the designated assembly point within the school. The designated assembly point is the **glass corridor**.
- The children in Years 3, 4, 5 and 6 will make their own way to the glass corridor at the end of the school day, where they will be met by a member of staff from the After School Club who will have a record of which children should be attending.
- After School Club staff will walk with the children from Inglewood Junior School to the dining hall at Inglewood Infant School.
- After notifying the staff that your child is attending an after school activity, they will be collected from the glass corridor by a member of the afters school club staff at their finishing time. They will then be escorted down to the dining hall at Inglewood Infant School.
- After School Club staff will check and sign that all children are present on the register. If a child appears to be absent, the staff will check with school staff to confirm the absence or try locate the child.

It is vital that if your child is attending an after school activity that you must inform a member of staff 24 hours before the activity and state the finishing time. If your child is presumed missing then we will contact you and other people on your emergency list

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
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LONE WORKING POLICY

Ali's Afterschool and Breakfast club does not recommend that staff are on the premises working alone but there are occasions when staff arrive on the premises first in the morning. Therefore, risk assessments are carried out to highlight potential hazards and control measures are put in place.

Staff working alone should ensure doors are locked, notify someone responsible (other colleague) of their presence in school.

Lone workers who detect a fire sound the alarm using the break glass points located around school. If it is safe to do so, a phone call should be made to the emergency services. However personal safety is a priority and leaving the building by the nearest fire exit and raising the alarm at a nearby house should be the course of action if appropriate.

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MISSING CHILD POLICY

The staff in Ali's Out of School Clubs aim to keep children safe from harm by using the Policies and Procedures.

The staffs at Ali's Out of School Clubs use a ratio of 1 staff member to 8 children. On outings, trips or events the ratio may be lowered. For example, in cases where children with challenging behaviour or of a very young age attend the club.

Parents of all children must inform the staff if their child is attending after school activities.

Children follow rules and boundaries of where they can play and have fun but also areas that they cannot have access to. For example, playing behind walls or bushes where they may be out of view when there is a head count.

All parents must inform a member of staff if for any reason your child who is expected to be at the collection point, is not in attendance at the correct time. If your child is in an after school activity without informing us, then your child will be collected from this activity and signed into the after school club as your usual booking.

In the event of a child going missing, other children in the group will be made safe as the following procedure takes place:-

- A member of staff will alert other people to help look for the child.
- After a few minutes, a member of staff will ring the child's parents/carers and ask them to wait for a short period of time at home in case the child arrives there.
- In the case of the parent/carer being away from home or at work. The next contact number on the emergency list will be contacted and asked to come to the school immediately.
- If the child has not been found in the nearby area, the police will be informed.
- The staff will continue to look for the child until police arrive.

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December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
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NO SMOKING POLICY

There is NO SMOKING allowed anywhere near children within or outside the boundaries or entrances of the School.

This includes:

- In the building,
- The school yards,
- On the school fields.

If a person is found smoking in any of these areas they will be asked to leave the premises.

If the person refuses or becomes abusive, the police will be contacted.

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
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OUTINGS

Ali's Out of School Clubs aim to ensure that the following procedures are in place to ensure the safety and welfare of the children in respect of any outings which take place away from the registered premises:

- For brief outings in the community which last under 2 hours parent/gardens will be required to complete an annual consent form.
- Parents will sign a general consent form with all the information about the outing including date, venue and return time.
- There is a risk assessment carried out before the outing for the transport and venue.
- All risk assessments are available for all parents/guardians to see on request.
- The risk assessments will also include date, time, the venue, the mode of transport and the ratios.
- A minimum of two staff will always escort the children.
- Ratios are always lower than the ratios of 1 adult to 8 children to keep children safe it will also depend on the age, abilities and behaviour of the children.
- Children and adults will discuss rules and boundaries before setting off.

Staff will ensure that equipment and details are taken with them. However how much they carry will depend on the length of the journey and the nature of the event. For example;

- A fully charged mobile phone with the contact number of someone who knows about the outing and the venue.
- Supplies of tissues, wet wipes, appropriate snack and drinks.
- First Aid pack, accident book and all contact details as well as the signing in sheet for that day.
- If the group are not travelling by public transport then they will ensure that they have a record of the company with insurance cover details and the drivers licence details.
- Outings are recorded every time.

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December 2015	<i>K Clarke</i>	June 2016
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Parents as Partners – Early Years Foundation Stage 2014 (EYFS) – Nursery

We at Ali's Out of School Clubs are committed to delivering the EYFS curriculum until your child starts Reception. This will include learning areas of:

- Communication and Language
- Personal, Social and Emotional Development
- Maths
- Physical Development
- Understanding the world
- Literacy
- Expressive Arts and Design

Copies of the Parents Guide to the EYFS are available on request. More information is available from the Department for Education's website.

Your child will be allocated an EYFS Key Worker.

Key Workers Roles and Responsibilities

The Key Worker will be committed to;

- Building a secure relationship with the children, parents, siblings and other significant people in the child's life to enable them to settle in
- Co-ordinate with the child's Key Worker in Nursery but only with the permission of the parents.
- Seeing to the child's individual needs including intimate care and toileting whilst also encouraging independence in these areas
- Helping your child to feel a sense of belonging and supporting the child to develop their relationships with other children
- Having an understanding that all children learn in a variety of ways and at their own pace.
- Making observations of your child's interests and using these to extend the child's learning through play.
- Giving you feedback about the child's wellbeing and the things they have been doing throughout the day
- Use the EYFS Development Matters as a guide to show your child's progress

We understand that you know your child best so by building a good relationship with the Key Worker you can enable us to support your child to the highest standard according to their individual needs during their time with us. We will use a communication book between the 3 clubs (Breakfast, After School and Holiday Club) so that any other Key Workers your child may have can see what interest's and ideas your child has had each week.

In compliance with the EYFS Statutory Framework, the following policies are available on our website at www.inglewood-inf.cumbria.sch.uk or on the parent's notice board;

Admissions, arrival and collections, lost children, equality, safeguarding, health and safety, complaints and healthy eating.

If you have any concerns regarding your child's time in any of Ali's Out of School Clubs you are able to contact us via mobile during club times on **07970 613735** or **07572543717**. **If you are unable to reach us please do not hesitate to send a text message asking the relevant member of staff to contact you and they will get back to you at the next**

convenient moment. We will also communicate with you verbally when you collect your child as well as regular newsletters. If your child's Key Worker is not available any other member of our staff will be happy to assist you in any way they can.

Date of this policy	Chairperson's Signature	Review Date
20.06.2016	<i>K Clarke</i>	June 2017
20 June 2016	<i>A Evans</i>	October 2016
October 2016	<i>R Hind</i>	October 2017

PREVENT DUTY

As part of our duty to safeguard children, we adhere to guidelines set by the Department of Education.

Prevent Duty is the Government Counter Terrorism Policy how to recognise anyone being drawn in to Radicalisation and how to prevent it. In Ali's Out of School Clubs we have a duty to understand and take action to report anybody vulnerable being radicalised by extremists.

In the settings observations could be in children's drawings, withdrawn children, children who change behaviour with their friends e.g. not sharing, taking turns, not having respect for each other.

We will be vigilant to observe and report any suspicious activity in our settings and this will be reported to and seek advice from the Designated Officer.

Claire Ivison is Designated Prevent Lead.

We seek further support and advice from firstly the Local Safeguarding Hub 0333 240 1727, the Police 101 and the Department of Education Helpline on 020 7340 7264.

All staff have completed Prevent training and how to record any suspicious behaviour.

Date of this policy	Chairperson's Signature	Review Date
November 2016	<i>R Hind</i>	November 2017

CHILD PROTECTION POLICY

Nominated Person – Claire Ivison Inglewood Infant School

The legal framework for our aims is: The Rehabilitation of Offenders Act The Children's Act 1989 Human Rights Act 1998 Data Protection Act 1984 The Protection of Children Act 1999 The Children (NI) Order – The Children order (English) The Equality Act 2010

The staff have a duty of care with regard to the children attending Ali's After School, Breakfast and Holiday Clubs. At all times the welfare of the children is paramount.⁵

Ali's After School, Breakfast and Holiday Club aims to create an environment in which the children are safe from abuse. Staff have a responsibility to take appropriate and immediate action if they suspect that a child may be suffering from abuse.

Staff will adhere to the document 'Keeping Children Safe in Education September 2016.' We will refer to the guidelines of the Local Safeguarding Board (LCSB).

If any staff have concerns about children's safety or welfare, they will notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

The staff will follow guidelines from the Triage Team on the hub if they suspect a child may be suffering from abuse. The management committee contact person for child protection concerns/issues is;

Claire Ivison- Inglewood Infant School (training refreshed every 2 years)

In the clubs they are:

- Breakfast Club- Brenda Pattinson (Level 2 and 3 Safeguarding)**
- After School Club- Brenda Pattinson/Sarah Hodgson (Level 2 and 3 Safeguarding)**
- Holiday Club- Sarah Hodgson/Heidi Park (Level 2 and 3 Safeguarding)**

To safeguard the children in their care Ali's After School, Breakfast and Holiday Club will:

Understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues (training every 3 years). Training will enable staff to identify signs of possible abuse for instance verbal, emotional, physical, sexual, neglect and bullying (peer on peer). These signs may include:

- Significant changes in children's behavior;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behavior displayed by other members of staff, or any other person working with the children.

For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

- Recruit and select staff in accordance with Ofsted's recommendations with regard to references, checks and 'Suitable Person' interviews. Including two references, both written and verbal, including one from their latest employer to only employ persons with a DBS 2013.
- Ensure that all appointments will be subject to a probationary period.
- Seek opportunities for ongoing training on child protection issues.
- Only allow persons who have been police checked unsupervised access to the children.
- Respect children's rights and encourage them, through adult support, to express their feelings.
- Keep all information confidential, shared with only those who need to know e.g. Cumbria Local Safeguarding Team and the named contact person for the Breakfast, After School and Holiday Club.
- All visitors will sign the visitor's book on arrival and departure.

If children disclose information to a member of staff they will:

- Tell the child that they have to share this information with someone else.
- Listen seriously to what the child says.
- Avoid making any suggestions regarding how the incident happened; only asking questions to clarify what they are saying.
- Avoid making assumptions about who the allegations may concern.
- Inform the named person at the child's Club immediately.
- Make notes to record the actual conversation, behaviour and/or any injuries.

In the case of suspected abuse the named person/s at Ali's Out of School Clubs will:

- Decide whether or not the child needs immediate medical attention and take appropriate action.
- Decide to immediately make a referral:

Contact Cumbria Safeguarding Hub on 0333 240 1727

E-mail county.triageteam@cumbria.cjsm.net

This service is available day and night

In some instances the named person may discuss their concerns with the parents/carers.

Continue to welcome both the child and their family to the club.

In the event of a child protection investigation, we will notify the Ofsted Early Years Child Care Inspector within 14 days.

ALLEGATIONS AGAINST A MEMBER OF STAFF / STUDENT

This procedure should be applied when there is such an allegation or concern that a person who works with children has;

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

These behaviours should be considered within the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect).

This includes concerns relating to inappropriate relationships between members of staff and children or young people for example;

- Having a sexual relationship with a child under 18 in apposition of trust in respect of that child (Sexual Offences Act 2003)

If an allegation involves a member of staff or volunteer they will be suspended with immediate effect pending a child protection investigation by Cumbria Local Safeguarding Team. **The team will be notified within one working day. Contact details for the safeguarding team are set out below:**

Contact Local Authority Designated Officer (LADO)
Telephone - 01768 812267
Or e-mail lado@cumbria.gov.uk
Open Monday-Thursday 9.00am-5.00pm
Friday 9.00am-4.30pm

Outside these hours contact the Emergency Duty team on the Cumbria
Safeguarding Hub 0333 240 1727

USE OF MOBILE PHONES OR CAMERAS

Legal Legislation

Data Protection 1998

Human Rights 1998

Employees

To protect children in our care, the use of mobile phones, camera phones or personal cameras by employees of Ali's Out of School Clubs is strictly prohibited on the premises.

Ali's Out of School Clubs (AOSC) operates a mobile phone or camera policy within our setting to ensure that mobile phones and cameras are used appropriately whilst employees are working. The employees will;

- Ensure all mobile phones and cameras are switched off before entering the setting.

- Leave all mobile phones or cameras with their personal belongings in the staff area for the duration of their working hours.
- Employees will not be allowed to use or carry their mobile phone or camera on their person during their working hours.
- Leave the premises before turning their mobile phone or camera on again.

Ali's Out of School Mobile Phone Use

We respect that there may be certain times when an employee may need to receive an urgent phone call. In these cases the employee will be given special permission by the manager to either use one of the AOSC mobile phones or the Main Office phone. All staff are asked to leave contact details for themselves and any emergency contacts, these are stored in the filing cabinet in the dining hall.

Parents, Carers or Visitors Mobile Phones

Parents, carers or visitors are not permitted to take photos or use a mobile phone in the AOSC or on the school premises. They will politely be asked to take or make their calls outside the setting.

Out of School Own Camera Use

Parents, carers or visitors may not take photos of any children where any other children are present on the premises as mentioned above. However parents or carers that have signed permission on the registration forms allows AOSC staff to take photographs of their child/children using the AOSC camera only. The manager and AOSC staff will ensure that children's images will be deleted from the camera on a regular basis.

AOSC Own Mobile Phone Use

All staff are aware that the club phones are for incoming calls and messages (out of normal hours) from parents, carers, visitors and staff during individual Club running times and must be turned on before the beginning of each session. Managers will make calls or give staff permission to make calls to parents, carers or other emergency contacts on a child's registration form if and when needed.

USE OF ALI'S SCHOOL I.PADS AND COMPUTER (Safeguarding Children)

Legal Legislation

Data Protection 1998

Human Rights 1998

To safeguard children from exposure to inappropriate language or images, the children are aware that the s are registered by the Gemini Company who regulate the misuse of the internet therefore no inappropriate sites can be accessed. The iPad are for the use of Ali's Clubs staff and Main Office Staff, also parents of the children in Inglewood School are able to access the main computer. This policy is discussed at the inductions of new staff or students.

Staff Use of the iPads

The staff are not allowed on the iPads for personal use. The staff may not use the printer for personal use. The staff cannot make contact with any website for personal use.

Children's Interests of The Use of The Internet and the main computer in the corridor

Staff supports and supervise children with the use of the computer for the internet in many ways. For example;

- Encouraging children to use the computer independently
- As part of their development for example singing songs, listening to stories or naming/using parts of the computer
- Staff may use the internet for appropriate ability and age activities for children this may be images or information linked to a child's interest

Staff Use of the Printer

At the moment Ali's Out of School Clubs do not have a printer, however, staff can transfer images to the photocopier.

Social Networking Sites

The Club computer is regulated by the Gemini Company and cannot be linked to any inappropriate websites or social networking sites.

Employees Use of Their Own Computers or Websites

The Club understands the right for staff to use their own computer and internet for their own use in their own time . However to safeguard and protect personal information of children and staff, the Club requires all staff and other adults to;

- Refrain from identifying themselves as working for the Clubs or give any information about the children or staff on the internet or any websites
- If a parent needs to discuss a subject then it can be discussed in person appropriately during Club times
- Ensure they do not write or conduct themselves in a way that is detrimental to the Clubs

Take great care not to allow their interaction to damage working relationships between members of staff or clients to the Club

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
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SPECIAL NEEDS POLICY

Legal Framework

Special Needs Coordinators (SENCO) comply with the requirements set out by:

The Education Act 1996

The Education (Special Education Needs) (England) (Consolidation) Regulations 2001, 2005 amended
Equality Act 2010

SEND Code of Practice 0 to 25 years (2014)

SENCO Coordinator
Claire Ivison

We welcome and include all children and families to Ali's Out of School Clubs.

Ali's After School, Breakfast and Holiday Club aims to ensure the inclusion of all children, including those with special needs.

Staff will endeavour to ensure that all children have an opportunity to participate in Ali's After School, Breakfast and Holiday Club activities.

Ali's After School, Breakfast and Holiday Club will seek funding if necessary to support the inclusion of children with special needs.

The Play Leader and SENCO will be available to liaise with parents/carers and other agencies to discuss the children's individual needs before the child starts to ensure that Ali's After School, Breakfast and Holiday Club can provide appropriate resources & support to support the inclusion of all children.

With parent/carer permission the child's teacher may be of help with the child's education and transition.

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December 2015	<i>K Clarke</i>	June 2016
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TRANSITION POLICY

The aim of Out Of School Clubs transitional policy is to ensure that the children settle in well and parents feel confident that their child is safe and well and enjoying themselves. We aim to do this by;

- On first contact, introduce the staff to the parent and child
- Give the parent an information leaflet and registration form which will need to be handed back before the child's first session with us. Also a set of policies will be given for the parents to read.
- Arrange a visit to come and spend time with the other children so that your child can see the routine and have some fun. Discuss arrangements for the days the parent wishes to book. The staff will also explain and show you the process in which the child will be collected or dropped off at their classroom or the junior school.
- Further visits can be arranged until the parent and child feel confident and comfortable enough to start attending.
- The staff will also make contact with the child's teacher to tell them which days the child will be picked up or dropped off at the classroom. It may also be reassuring for the parent to also inform the teacher
- The Early Years guidance 2014 states that discussions must take place with parents/teachers to help young children to settle in and solve any other issues during the time with us.

When a child starts the club, the parent will be encouraged to telephone the club if they have any concerns regarding the child's settling in. As with all children, staff will speak to the parent and tell them what sort of day the child has had and discuss any concerns that the parents may have. The staff are available during club hours if you feel you need to talk to them.

Holiday Club

Holiday club staff also work in After School Club so you may need to make arrangements to call in from 2.45pm to talk to them. Holiday Club runs on a similar basis to After School Club. It is open all day so depending on the care arrangements, it may be emotionally challenging for a child if they have never been to a Holiday Club before and need to be booked in all day. The club aims to help your child with a smooth transition from home to the club by;

- On first contact you will be asked to make an appointment to visit either the After School Club or Holiday Club to be introduced to the staff and to be given a registration form to be completed and returned before the child's first visit. Also the parent will be given a set of policies to read.
- When you return the form it will give you an opportunity to have a look around the areas that your child will be playing in and make arrangements for your booked days and times.
- The club runs on an hourly, sessional and full daily basis so if you feel it would help your child to settle in you may want to book them in gradually for example, 2 hours then half day then 6 hours then full day if this suits you.
- The parent and child are free to visit as many times as they feel necessary by appointment.
- Children are free to bring a comforter such as a teddy or toy from home to help them settle in.
- The parents are welcome to telephone the club at any time to reassure them that their child is well.
- The Early Years guidance 2014 states that discussions must take place with parents/teachers to help young children to settle in and solve any other issues during the time with us.

After School Club

At the end of each school year you and your child will be shown how your child will be collected or make their way to the hall for registration.

Reception Children will be collected from their class by a member of staff at 3.00pm. Nursery children will be collected at 3.15pm. Year 1 and 2 pupils will be guided to the dining hall by their teachers and Junior children will be collected from the glass corridor by a member of staff at 3pm. Children moving up to the juniors will accompany the appointed member of staff to the Juniors to show them where to meet. A different child will be taken up every night for the last 4 weeks of the school term before moving on.

Holiday Club

Prior to a child being accepted into the Holiday Club, contact must be made with the current school to identify children with special educational or health and meeting to be held between club staff and teachers.

Special Needs - Moving into additional groups

Managers of both groups and parents will discuss the transition and any requirements or equipment that the child needs before they start the second or third clubs

Special Needs – Transition to Junior school

In the case of children with special needs or additional needs there will be discussions between the member of staff who collects children from the juniors, their parent and the child's SENCO worker before the child starts so that the child's needs will be met before they start the school.

If you have any queries or concerns about your child moving on or starting then please do not hesitate to contact a member of staff during Club hours.

Date of this Policy	Chairperson Signature	Review Date
December 2015	<i>K Clarke</i>	June 2016
June 2016	<i>A Evans</i>	October 2016
October 2016	<i>R Hind</i>	October 2017

UNCOLLECTED CHILDREN

Please inform the staff of the club in question if your child is off school for any reason.

Parents/Carers must ensure that their children are collected promptly at the end of the After School session and Holiday Club session. If they are going to be late, they must contact the staff on either of the following telephone numbers:

07572 543717 or 07970 613 735

If the mobile telephone is not answered they must leave a message, staff will check for messages before the end of the After School Club session. In the event of a child not being collected at the end of their booked session, and staff have not been informed, the following steps will be taken:

- Reassure child that they have not been forgotten.
- At 6.00pm, at the end of the session and no longer than 15 minutes after the end of the child's holiday club session. Staff will try to contact the child's parents/carers.
- If unable to contact the parents/carers, staff will try to contact the emergency contact numbers.
- If unable to contact anyone, staff will continue telephoning at 10 minute intervals until 30 minutes after the child was supposed to be collected. After that, if no contact is made, we will inform the police (101)/ triage team (0333 240 1727)
- Staff will not release a child to an unauthorised person, even if collection is late.
- Staff will not allow children to go home alone.
- Staff will not take children home.

Staff will keep a record of all children who are not collected promptly at the end of the After School or Holiday Club session.

If children are collected late on a regular basis i.e. more than twice, parents/carers will be charged to cover the extra cost incurred, in terms of staff wages and premises hire charges.

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USE OF MOBILE PHONES OR CAMERAS

Legal Legislation

Data Protection 1998

Human Rights 1998

Employees

To protect children in our care, the use of mobile phones, camera phones or personal cameras by employees of Ali's Out of School Clubs is strictly prohibited on the premises.

Ali's Out of School Clubs (AOSC) operates a mobile phone or camera policy within our setting to ensure that mobile phones and cameras are used appropriately whilst employees are working. The employees will;

- Ensure all mobile phones and cameras are switched off before entering the setting.
- Leave all mobile phones or cameras with their personal belongings in the staff area for the duration of their working hours.
- Employees will not be allowed to use or carry their mobile phone or camera on their person during their working hours.
- Leave the premises before turning their mobile phone or camera on again.

Ali's Out of School Mobile Phone Use

We respect that there may be certain times when an employee may need to receive an urgent phone call. In these cases the employee will be given special permission by the manager to either use one of the AOSC mobile phones or the Main Office phone. All staff are asked to leave contact details for themselves and any emergency contacts, these are stored in the filing cabinet in the dining hall.

Parents, Carers or Visitors Mobile Phones

Parents, carers or visitors are not permitted to take photos or use a mobile phone in the AOSC or on the school premises. They will politely be asked to take or make their calls outside the setting.

Out of School Own Camera Use

Parents, carers or visitors may not take photos of any children where any other children are present on the premises as mentioned above. However parents or carers that have signed permission on the registration forms allows AOSC staff to take photographs of their child/children using the AOSC camera only. The manager and AOSC staff will ensure that children's images will be deleted from the camera on a regular basis.

AOSC Own Mobile Phone Use

All staff are aware that the club phones are for incoming calls and messages (out of normal hours) from parents, carers, visitors and staff during individual Club running times and must be turned on before the beginning of each session. Managers will make calls or give staff permission to make calls to parents, carers or other emergency contacts on a child's registration form if and when needed. The AOSC Mobile Phones do have cameras on, however the camera function is never used and the phones never leave the premises unless on an outing were they are securely stored by a member of staff.

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May 2016	<i>K Clarke</i>	May 2017
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EARLY YEARS- ALI'S OUT OF SCHOOL CLUBS

POLICY AND PROCEDURE FOR STAFF SUPERVISION

Introduction

Supervision is primarily a tool to support the management of practice. Where successful, it should provide practitioners with a route through which to raise any professional queries, to discuss career progression, to clarify roles, responsibilities and work tasks, to support performance management and to build their confidence in supporting children's development. It should also be an opportunity for practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

Statutory Framework

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2014 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, clauses 3.21 and 3.22 as follows:

3.21. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

3.22. Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness. Supervision meetings will be arranged at least termly. However, the frequency of supervision meetings will vary with the experience of individual members of staff, how long they have been in post, the complexity of their role and any particular support needs that have previously been identified.

Key responsibilities for individuals carrying out supervision

- Sessions should be organised in advance and arrangements will be changed only in exceptional circumstances.
- Meetings should be well-structured, allowing both the supervisor and the supervisee to contribute to the meeting.
- An appropriate place will be selected for the meeting that is free from interruptions.
- All the areas included within the supervision policy will be covered.
- The meeting will be recorded accurately and a copy will be provided for the supervisee.

Key messages for supervisees

For everyone to gain the maximum benefit from supervision, it is essential that supervisees:

- Prepare for each meeting by reviewing notes and thinking about the issues to discuss

- Are ready to share their thoughts and ideas in the meeting
- Talk openly about what has gone well and what has been challenging
- Are prepared to plan and undertake training and other development activities as agreed with their supervisor
- Read and agree the notes from the meeting and carry out any required actions.

Suitability to work with Children

Supervision meetings offer a regular opportunity for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children. Disqualification from working with children includes living in a household with a person that is disqualified.

Significant information will be recorded as a declaration on the individual member of staff's supervision form.

Completing the written record of the supervisory meeting

Every supervisory meeting will result in an agreed written record of what has been discussed and what actions should be taken next. Notes will be taken by the supervisor and then written up at a later date, or a handwritten record of the meeting will be completed as the meeting progresses. The record will include points for action with clear timescales and identified responsibilities. The supervisor and supervisee should agree on the content as an accurate record of the meeting, by both individuals signing and retaining a copy of the notes for future reference.

Supervisions will take place at the end of the autumn, spring and summer term. At the beginning of each academic year appraisals will take place with a review mid-way through the year.

A member of Ali's Out of School Committee will complete the supervisions with the managers, who will complete them with the rest of the staff.

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May 2016	<i>K Clarke</i>	May 2017
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WHISTLE BLOWING

Legal Framework

Public Interest Disclosure Act 1998

Definition

Whistle blowing is raising a concern about malpractice within an organisation.

Protection

Ali's Out of School Clubs is committed to delivering a high quality care and education service by promoting accountability and public confidence. This policy provides individuals in the workplace with protection from victimisation or punishment when they raise a genuine concern about misconduct or malpractice in the clubs. The Public Interest Disclosure Act 1998 encourages people to raise concerns about misconduct or malpractice in the workplace in order to promote good governance and accountability in the public interest. The Act covers behaviour, which accounts to:

- A criminal offence
- Failure to comply with any legal justice
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above

It is not intended that this policy is a substitute for/or an alternative to the setting complaints procedure. It is designed to nurture a culture of openness and transparency within the setting which make it safe and acceptable for employees and volunteers to raise in good health, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed.

Concerns should be investigated and resolved as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the manager then they need to contact the following members of the committee.

Chairperson; Rebecca Hind, Secretary; Stephanie Dawson, Treasurer: Allison Little

Alternatively they can contact our Early Years Adviser 01228 221212 or Ofsted on 0300 123 3155 for advice on what steps to follow.

A disclosure, in good faith, to the leader, manager or chairperson will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting.

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