

Charlton Triangle Kids Club (Policies)

Charlton Triangle After School Club Behaviour Management Policy

Our AIM is to promote positive behaviour amongst children and actively encourage self management.

Purposes

1. Support children to behave and socialise in an acceptable ways.
2. Help children to understand the needs and rights of others.
3. Provide clear boundaries and rules of conduct which are concise, easily understood and can be seen in action
4. To ensure club is purposeful, calm and controlled, where exciting things can happen in a disciplined manner and children can play and learn and for play workers to assist.
5. Children are guided into positive behaviour patterns; those that find this difficult are supported in changing behaviour, "You gain our attention by doing the right thing".
6. To teach children to be more self regulatory in their behaviour and with each other.
7. To encourage acceptance of responsibility for child's own behaviour.

Rules

In any area of the club rules should be

- Negotiated with the children at their level and not simply imposed.
- Illustrate positive examples (avoiding "notes and don'ts") e.g. " keep your hands and your feet to your self".
- Be easily seen an action " we allow other people to speak without interrupting" avoiding blanket or impossible targets to meet e.g. " we always do our best"

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Consequences

In any set of rules there should be a clear set of consequences attached to the rules which should have tangible results both for the child who keeps, maintains and enforces the rules as well as the one who fails in some way to keep to the agreed rules. Consequences should

- Be immediate as is reasonable
- Be directly attributable to the individual
- Praise should be consistent and fair as well as precise.
- Sanctions are similar, remembering it is not the child we are critical of but their behaviour." what you are doing is not acceptable"

**REMEMBER WE ARE TRYING TO HIGHLIGHT THE POSITIVE,
DRAW ATTENTION TO THE BEHAVIOUR WE WANT TO SEE,
ENCOURAGE CHILDREN TO MODERATE THEIR OWN BEHAVIOUR
AND SET STANDARDS.**

Praise *

Star of the day

Certificate

Stamps / stickers

A note in the contact book

Choosing time

Sanctions *

If we are trying to draw attention to the positive and away from negative it is no longer appropriate to write the names of the rule breakers on the board. This practice draws attention to the negative, becomes a game in itself and does little to help a child avoid that behaviour again.

Help with equipment

Missing outdoor play time

Note home

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ALWAYS ALLOW THE CHILD TO EXIT THE SITUATION WITH DIGNITY AND THE PLAY WORKER TO MAINTAIN THE AGENDA

Serious misbehaviour like the following may result in exclusion

- Persistent violent play
- Bullying
- Racist taunts
- Persistent verbal taunts
- Spitting
- Mistreatment of building equipment
- Theft
- Persistent disruption of club
-

A first note is the warning not to repeat the behaviour.

A second may warrant missing 5 minutes play and a note home

Then move to writing to parent asking for support

A decision may be reached in an individual case to report to the parent on a regular basis on a child's' behaviour. In all instances be clear with the child and their parent that the purpose is to alter behaviour for the better. The play worker senses that there is an inordinate amount of time spent regulating this particular child and they still choose to disrupt- discuss this on a one to one basis. Acknowledge you have noticed.

Show that you recognise what it is they are doing and that they so far have shown that they do know what is expected but are choosing not to, and that in future you do not expect to see this repeated. Should they persist then change the rules on the first incident go to a time out and / or move to note home or informal report.

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PARTNERSHIP WITH PARENTS POLICY (INCLUDING COMPLAINTS PROCEDURE - APPENDIX 1)

Parent information

We aim to run an After School Club that is well organised and able to provide reliable and safe environment and would offer interesting activities. It is our aim to meet the needs of parents and their young children and to adopt an open and positive partnership with parents and carers.

The Charlton Triangle After School Club is a multi-cultural centre for local children attending Cherry Orchard, Charlton Manor and Our Lady of Grace Primary Schools. Our service is provided on a part-time basis, during term time between 3.15pm to 6pm.

Our facility is accessible to children with special needs.

We would require from parent/guardian the following:-

- Ø Medical form to be filled
- Ø Emergency contact numbers
- Ø Registration form
- Ø Special dietary requirements
- Ø Consent form for medical treatment

All staff members would be suitably experienced and committed to their work. They would work effectively as a team and show genuine understanding of the children that will be cared for.

We aim to operate a 'key worker' system, for all the children in the EYFS where each child is assigned a member of staff who will meet the particular needs of your child. Staff would be able to spend a few minutes each day with parents and discuss any concerns they may have about their child if parents wish to.

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We aim to build a close and trusting relationship with each child and ensure the child feels secure, confident, and a valued individual and member of our After School Club.

We will supply newsletter providing information and activities for the children

There will be a provision for a 'settling' in period for new intakes.

There will be a notice board for parents in the club.

Staff will endeavour to comply with parents requests concerning the care of their children.

Staff will ensure that parents are welcomed warmly and in a friendly manner

Attendance will be monitored and irregular attendance (i.e. for reasons other than sickness) would mean that the child may have to go on our waiting list.

The Club is fully covered for insurance purposes.

APPENDIX 1 - Complaints Procedure to be followed where a parent has a complaint about our service

Our complaints policy

We are committed to providing a high-quality legal service to all our families. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact us with the details.

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within five days of receiving it, enclosing a copy of this procedure.
1. We will then investigate your complaint. This will normally involve passing your complaint to our Manager, who will review your matter file and speak to the member of staff who acted for you.

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1. The club will then invite you to a meeting to discuss and hopefully resolve your complaint. We will do this within 14 days of sending you the acknowledgement letter.
1. Within three days of the meeting, the club will write to you to confirm what took place and any solutions the club has agreed with you.
1. If you do not want a meeting or it is not possible, the club will send you a detailed written reply to your complaint, including suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.

1. If you are still not satisfied, you can then contact :

**Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA**

Telephone: **08456 014772** (08.00 - 18.00)
Email: enquiries@ofsted.gov.uk
Website: www.ofsted.gov.uk

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It is important that we deal promptly and fairly with any complaints. Following investigation and action we will report to the Parent and will request them to complete a Feedback Form. A copy of the final outcome will be sent to the, Officer-in-Charge, Greenwich Early Years Child Development Partnership (GEYCDP), and OFSTED.

Complaints Procedure Form

Name _____

Address _____

Telephone number:

Mobile;

Date of Complaint:

Nature of complaint:

For office use only:

Initial action:

Taken by

Signature

Date

Date reported to Officer-in-charge:

Subsequent action taken by Officer-in-charge:

Date:

Review of effectiveness of Action Details

Taken by _____

Date

Response of complainant:

Date

Signature

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CHARLTON TRIANGLE KIDS CLUB (CTKC) SAFEGUARDING POLICY AND PROCEDURES

- At Charlton Triangle kids club, the Designated Senior Safeguarding person for Child Protection (DSP) is the club manager
- The play leader is the Deputy Designated Safeguarding Person (DDSP)

INTRODUCTION

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health/or development, ensuring that children grow up in the provision of safe and effective care and optimizing children's life chances.

This **Child Protection Policy** forms part of a set of documents and policies which relate to the safeguarding responsibilities of the after-school club. In particular there are links with equal opportunities policies and procedures and recruitment and selection & disclosure policy and procedures.

'**Every child matters**' is the Government's plan to reform and improve children's care. These are:

- **Being healthy**
- **Staying safe**
- **Enjoying and achieving**
- **Making a positive contribution to society and Social and economic well-being.**

CTKC embraces this initiative.

The after-school club takes all possible steps to ensure that unsuitable people are prevented from working with children through its recruitment practices, CRB checks and induction procedures, including legislation in March 2009 regarding referrals to the Independent Safeguarding Authority (ISA).

All staff have total commitment to child protection. They raise children's awareness of themselves through talk time and role plays so that children are able to talk and share their thoughts and feelings.

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All staff through their care of children, try to ensure that children are kept safe, remain healthy and are able to say 'NO'. Suspected cases would be reported, procedures adhered to and subsequent actions are undertaken by the appropriate agencies.

<p>The purpose of child protection policy</p>	<p>To inform staff, parents, volunteers about the after-school club's responsibility for safeguarding children. To enable everyone to have a clear understanding of how these responsibility should be carried out.</p>
<p>Greenwich Safeguarding Children Board(GSCB) Child Protection procedures</p>	<p>The after-school club follows the procedure established by the GSCB, a guide to procedure and practice for all agencies in Greenwich working with children and their families.</p>
<p>Aims:</p>	<ul style="list-style-type: none"> • Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern. • Establish and maintain an environment where children feel secure , are encouraged to talk, and are listened to when they have a worry or concern. • Establish and maintain an environment where staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and wellbeing of a child. • Ensure children know that there are adults in the club whom they can approach when they are worried. • Ensure that children who have been abused will be supported in line with a Child Protect Plan, where deemed necessary.

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We follow the procedures set out by the GCSB as follows;

- Ensure we have designated senior officers
- Ensure every member of staff (including temporary staff and volunteers) know the names of the Designated officers responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring and concerns to the Designated officers.
- Keep written record of concerns about children even if there's n need to refer the matter immediately.
- Ensure all records are kept securely separate from children's information
- Develop and then follow procedure where an allegation is made against a member of staff of volunteer.
- Ensure safe recruitment practices are followed

The role of the designated persons for child protection is to:

- To ensure they receive training at two yearly intervals
- Ensure that all staff receives appropriate training to equip them to carry out their responsibilities for child protection effectively and that this is kept up to date at three yearly intervals.
- Ensure that newly appointed staff will receive a child protect induction.
- Ensure that all temporary staff and volunteers are made aware of the club's arrangement for child protection
- Decide whether to take further action about specific concerns (e.g. refer to Children's social care).
- Liaise with LADO and other agencies over suspected cases of child abuse.

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After-school club procedure

- If a member of staff is concerned about a child he/she must inform the designated officers.
- The member of staff must record information regarding the concern on the same day. The concern must be a clear, precise and factual account of the observations. (Concerns form are available in the club).
- The designated officers would decide whether the concern needs to be referred to the LADO. This could be done with prior discussion with the parents unless to do so would place the child in further risk of harm.

When to be concerned

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Recognition of abuse

Neglect, physical abuse or emotional abuse can be inflicted or knowingly not prevented, usually by adults towards children. In the majority of cases the adult is somebody known and trusted by the child, for example, a relative or close friend of the family.

Neglect

This is where the child's basic needs of food, clothing, hygiene, shelter, emotional and health care or education are not met by the adults who look after the child. It includes where children who are not able to look after themselves due to their age and level of development are left to fend for themselves unsupervised. This can place them in great danger.

Physical abuse can include physical harm caused to a child by hitting, shaking, burning, biting, suffocating or drowning, poisoning or giving a child alcohol or drugs without and consideration for the child's health.

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Sexual abuse occurs when a child is exploited through the power, authority or position of another person who uses the child to gain gratification for their own sexual needs. It can also involve engaging a child in all forms of sexual activities or making a child watch sexual activities.

Emotional abuse may involve being told frequently that you are a bad person, worthless, can't do anything right, or not loved. In households where domestic violence takes place studies have shown that there can be a detrimental effect on children who can be as upset by observing the violence taking place as being hit themselves.

After-school club staff are in contact with children from when the children are collected from school till when they're collected by their parents or carers and are in a position to detect possible abuse. They must not think that by voicing concern that they are starting procedure.

Generally in an abusive situation that child may:

- May appear frightened of the parents or other household members e.g siblings or others outside of the home.
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of 'boundaries', lack stranger awareness
- Appear wary of adults and display 'frozen watchfulness'.

Dealing with a disclosure

Action to be taken:

If a child discloses that he or she has been abused in some way, the member of staff/volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but, not make promises which might not be possible to keep.

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- Not promise confidentiality as it might be necessary to refer to Children's social care
- Reassure him or her that what has happened is not his or her fault.
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Not criticize the alleged perpetrator
- Explain what has to be done next and who has to be told.
- Make a written record
- Pass information to the designated officer or deputy without delay

Support

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff/volunteer should therefore consider seeking support for him/herself and discuss this with the designated person.

Confidentiality

Child protection raises issues of confidentiality that must be clearly understood by all staff/volunteers.

- All staff have a responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies (children's social care and Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise confidentiality - instead they must explain that they may need to pass information to other professionals to help keep the child or children safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

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Record keeping

When a child has made a disclosure, the member of staff/volunteer should;

- Make brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any bruising or injury
- Record statements and observations rather than interpretations or assumptions

All records need to be given to the designated person promptly. No copies should be retained by the member of staff or volunteer. Records should be kept by the Designated person in a designated file, separate from children's record and in a secure place.

Allegations involving staff/volunteers

Procedures for dealing with allegations or suspicion of abuse against a member of staff

This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a child. It may also be that the behaviour that causes concern is bad practice rather than abuse.

When a concern arises, there are three processes that may need to take place.

These are:

- A child protection investigation
- A criminal investigation
- Action by the after-school club to discipline or remove the member of staff

The after-school club would inform Ofsted after 14 days of any allegation of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any

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other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child at the after-school club, or elsewhere, they must immediately inform the designated person.

They should also make a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, what was said anyone else present. This record should be signed and dated and immediately passed to the designated person.

The designated person will not investigate the allegation itself, or take written or details statements, but he/she will assess whether it is necessary to refer to children's social care in consultation with the Local Authority Designated Officer.

If it is decided that it is not necessary to refer to the children's social care, the designated officers will consider whether there needs to be an internal investigation.

Charlton Triangle kids club will take no direct action against a member of staff without advice and agreement of the investigation agencies (e.g LADO, The police, children's social care), except where such action is necessary to protect a child.

If, following further investigation and any consultation, the concern clearly is about bad practice rather than abuse, the designated person will take the necessary action to advise, manage or instigate disciplinary action against the member of the after-school club about whom the allegation has been made.

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POLICY FOR ALLEGATION OF ABUSE AGAINST STAFF

INTRODUCTION

1. Children can become victims of abuse and exploitation by those who work with them in any context.
2. Arrangements therefore for managing concerns or allegations of this nature
Should be robust and effective in keeping children safe. All allegations will
be taken seriously, approached with an open mind, and not driven by
preconceived
opinions about whether a child has or has not been harmed.
3. Procedures must be applied when there is a concern or an allegation that any person who works with children and young people, in connection with
his/her employment or voluntary activity, has behaved in a way that has harmed a child, or may have harmed a child.
4. Any allegation of abuse made by a child or young person against an adult who works in our settings will be investigated.

If an allegation of abuse is made against a member of staff or a volunteer we will take the following step;

1. written details of the concern/allegation, signed and dated by the person receiving the information (not the child/young person making the allegation)
 1. We will ask the complainant (parent or carer) to give a written statement, with time, date and their name clearly written.
 2. We will ask the accused member of staff or volunteer to provide a written statement, signed, dated and timed and their name clearly written.
 3. We will then investigate the matter and provide a written report.
 4. This report will then be forwarded to the local child protection agency and ofsted.
 5. During investigation if the matter is considered very serious we will report to the child protection agency immediately and if the

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matter also constitutes an allegation of crime we may refer it to the police.

Collection policy

Children will be collected from the following schools

1. Cherry orchard Primary school
2. Lady of Grace Primary school
3. Charlton Manor Primary school

- § Staff and volunteers have to carry photo ID.
- § Children will wear high visibility safety vests
- § In every school, a collection point will be agreed with the School
- § Copy of the collection policy will be given to parents
- § All volunteers who assist with collection must undergo a criminal record bureaux check.
- § We will record arrival/departure of the children in our 'children's registration book'.
- § If a parent/carer collects their children late there will be a charge of £5 for every 5 minutes.

Late Collection

- § If a child has not been collected within 30 minutes we shall take the following steps;
 1. Manager/Senior member of staff must be informed that the child has not been collected.
 2. We shall call all contact numbers available for the parent/carer.
 3. If there is no contact two members of staff will stay behind with the child.
 4. We will ring social services emergency duty officer on 020 8854 8888
 5. If the parent does not turn up within 40 minutes we will take the child to social services and inform the police.
 6. If the parent arrives before child is taken, we shall inform all parties involved.

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7. Two members of staff remain with the child until collected.
8. The child will be comforted and given plenty of reassurance during all of this.

Parent/carer collection policy

- All persons collecting a child from the club must be recorded in our 'Adult Admission Form' or need to produce password provided on child's application by parent or carer.
- A child under 8 years old will not be allowed to leave the club alone

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Equal Opportunities Policy

The staffs of Charlton Triangle After School Club value the differences of race, gender, class and physical ability which positively enrich our club community. We seek to promote practice in all areas of the club life which raises the self esteem and attainment of all pupils. The club has an ethos which has as a central theme that children should be left with a sense of the unfinished business of learning and of what it is to be human.

To do this we must understand cultural differences and welcome the diversity different cultures bring to the school, to share each other's heritage and individuality. We recognise that any form of racism or other discrimination are not acceptable. Children are taught to develop a positive attitude to each other as individuals.

We teach children to challenge materials reinforcing stereotypes. We monitor our reaction to children's behaviour so that our expectations of a particular child or group are based on assessed perception and not on stereotypes e.g. boys and girls receiving different praise, criticism or punishment.

The (CTKC) recognises the importance of good practice and will strive to redress discrimination and provide equality of opportunity and service in all the areas of our club work.

In so doing, (CTKC) recognises the statutory requirements laid down in the Race Relation Act 1979, employment rights Act 1996, race Relation Amendment Act 2000, the Disabled (Employment) act 1944 and 1958, the equal pay Act 1979, and Special Education Needs and Disability Act 2000.

CTKC further accepts and wishes to comply with the recommendations set down in the 1984 commission for Racial Equality Cods of Good Practice on Employment of disabled people.

Methods

Admission

- Our service is open to all members of the community

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- We advertise our service widely
- We reflect the diversity of members of our society in our publicity and promotional material.
- We provide information in clear simple English
- We provide information in different languages
- We base our admission policy on a fair system
- We ensure that our parents are aware of our equal opportunities policy
- We develop an action plan to ensure that people with disabilities participate in the service offered by the club.
- We take action against any discrimination behaviour by staff or parents.
- Support families who speak English as an additional language
- Ensure that children feel valued
- Ensure that children have equality of access to learning
- Recognise that children are individuals and learn in different styles
- Making sure that children participate in activities regardless of their gender
- Positively reflecting the widest possible range of communities in the choice of resources
- Creating an environment of mutual respect and tolerance
- Helping children to understand that discrimination behaviour and remarks are hurtful and unacceptable
- Ensuring that children who speaking other languages are supported in the maintenance and development of their home language

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HEALTH & SAFETY POLICY

Duties and Responsibilities of Staff

It is the duty of staff to take all responsible care for the health and safety of themselves and the children placed in their care.

All staff have a duty to:-

- Ensure that children are adequately supervised and remain on site until collected by parent/carer
- Ensure that they understand the Club's procedures for maintaining, reporting and dealing with health and safety issues
- Always ensure adequate supervision whilst being collected from school, on outings or in the outside play area of the Club
- Have play equipment set out and ready for the children each day
- Check play equipment for safety regularly
- Report potential hazard or concern to the H&S Rep (play leader)
- To make sure that a copy of the Club's policies are available for parents when requested.
- To ensure that most members of staff present is FIRST AID qualified
- To ensure that most members of staff attended safe guarding course.

Premises

Premises should always be safe and suitable for the care of children; with sufficient area for children to play, to allow freedom of movement for a child with a disability; with comfortable seating and good lighting and required temperature.

Further, premises should have -

- No-smoking policy
- Adequate storage space for equipment and large equipment securely fixed
- Toilet facilities for the children, including provision for hand washing and drying hands, and separate toilet for staff

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- Clearly defined fire safety precautions, including fire door marked and kept clear and fire extinguishers well maintained and fire blanket in the kitchen
- Enclosed and secure outdoor play space with safe access
- Report immediately any damage to the premises, windows, doors, carpets, tiles etc to the Premises Manager
- Satisfactory precautions taken to prevent children having access to dangerous areas (e.g. hot radiators, dangerous substances, upstairs windows)

Equipment

All equipment including toys, electrical, office, kitchen

- has suitable storage facilities
- is checked every night and broken toys will be repaired or disposed of
- equipment should be cleaned and disinfected where appropriate, once a week

Children must not carry or operate electrical equipment except under the scrutiny of a play worker.

Plus socket covers should be replaced when electrical equipment is not in use.

First Aid equipment will be available on the premises at all times, out of reach of children; easily accessible to adults and items replaced daily.

Accidents

All staff will be aware of how risk assessment is at the forefront of accident avoidance.

E.G. The use of furniture as ladders should never be considered.

The Club and its staff have a responsibility to record all accidents in an Accident Book and report serious accidents to children and staff to the local authority. Head bumps/injuries must also be reported to parents/carers using the standard letter.

Accidents such as spillages must be cleared immediately.

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General health and hygiene

Children will not be admitted if suffering from infectious /contagious diseases

Medicine should not be administered on the Club premises, however, a parent may come to the Club to administer medicine by prior arrangement with the Club.

Drinks and snacks will be provided by the Club. Alternative provision may be requested by parents.

Children will not be admitted to the kitchen without adult supervision. Hot liquids will remain in the kitchen area.

Kitchen facilities are cleaned daily (anti-bacterial).

TOILET PROCEDURE

- Children go to the toilet by themselves.
- Signs are on display to remind children to wash their hands after using the toilet.
- Children using the toilets needs to let a member of staff know before they go and they need to let the member of staff know when they are back from the toilet.
- Staff are allowed to open doors or turn on lights if needed, but once the child has entered the toilet the staff member has to then wait outside.

If a child had an accident and their trousers/underwear needs changing:

- Two members of staff need to assist the child.
- Child to be asked to use the staff toilet
- The child will be provided with clean clothes and plastic bag
- Child will go to toilet on his/her own.
- Staff will wait outside the door and will be giving the child clear instruction of what to do
- Staff will be talking to the child to make sure that they are alright.
- Staff are not allowed to go in to the toilets to wash the child at any time.

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Visiting and Outing

Charlton Triangle Kids Club believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Before a visit or outing, if and where logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as pre-empt any potential difficulties.

Our club will make every effort to involve the children in the planning of a visit or outing. Staff will explain to children the aim and objective of the visit/outing with what is expected of them in terms of their behaviour and contribution.

Children will also be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in emergency, including designating a suitable meeting point.

Parental Consent

Before a proposed visiting or outing, a letter and the visiting and outing form will be sent to parent/carer giving them detailed information about the proposed event. This will include a full programme of activities, any cost involved and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings. The manager will take photocopy of the signed visits and outings forms on the trip while the original will be stored in the Club's records.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

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During Visits and Outings

On visits or outings the staff to child ratio will be 1:8.

- § Children will remain under close supervision at all times.
- § The Manager/Leader will ensure that a full First Aid kit is on hand, in compliance with the relevant provision of the health, illness and emergency policy.
- § One designated member of staff will keep a mobile phone with her/him at all times and the number will be left at the club in case of emergency.
- § A register will be taken at the beginning, middle and end of the visit or outing, additionally, regular head counts will be taken by staff.
- § A list of members of staff and children participating in the event, along with relevant mobile phone will be left with member of staff left on the club's premises (if staff numbers allowed for such a provision).

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Staffing

- Staff would continue to gain new skills through appropriate training courses to update their knowledge
- All staff, volunteers and students will carry out criminal police checks
- Staff meetings will be held every half term
- There will be a staff appraisal system
- There will be individual supervision meeting with the Officer in Charge
- Staff ratio is 1:8 children for children aged 4-7 inclusive of children of staff and volunteers. Ratio will be maintained during outings but depending on circumstances may need to be exceeded.
- 1:10 for children aged 7+
- Employers liability insurance
- We will always have a minimum of two members of working staff on the premise
- Care for children aged 8 - 11 must not adversely affect care for children under 8 years old
- There must be at least two members of staff in every group of 26 children
- Officer in charge will have NVQ level 3 qualification and having 2 years experience and working towards NVQ3 QUALIFICATION.
- There will be provision for emergency staff cover, unexpected staff absences, sufficient staff to cover staff breaks, holiday, sickness and time spent with parents
- Volunteers will go through the same selection process as staff
- Members of staff would be police checked
- Most of the staff will have a Child Protection qualification
- Written contracts
- At least half of the staff members will hold a level 2 qualification in play work or child care or have a structure whereby staff would be working towards such a qualification
- Accessible individual records are kept on the premises containing the name, address, and police checks records of the staff

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members, any volunteers, students and committee members and information about recruitment, training and qualifications.

- There will be a system for registering children and staff attendance on a daily basis, showing time of arrival and departure.
- All staff and volunteer will be versed in health and safety procedures
- Regular volunteer will be taken into account in staffing ratio (volunteer attend on a planned and regular basis.
- Students on placement who are in the building on a short term basis are not counted in staffing ratio, students placed for long periods (for example a year) may be counted in staffing ratio if we consider them to be competent

Confidentiality Policy

Statement

We respect the privacy of children and their families, while ensuring that they access high quality care in our setting.

Aim

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

Methods

We keep tow records on children attending our setting

1. personal records

- these includes registration ,application forms, signed consent and correspondence concerning the child or family, reports or meetings with other agencies, observations by staff and any confidential mater involving the child , such as development concerns or child protection matters.
- These confidential records are stored in a lockable cabinet and are kept secure by the play leader.
- Parents have access, in accordance with the access to records procedures, to the files and records of their own children but do not have access to information about any other child.

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- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

2. development records

- these includes observations, sample of their work and summary of development reports and records of achievement
- Photographs of children should not be used without parents/carers permission
- Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
- All personal information about children, including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

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SPECIAL EDUCATIONAL NEEDS POLICY

Special Needs - Policies and Procedures

The club aims to have regard to the DFEE Code of Practice on special educational needs. We aim to provide welcome and appropriate learning opportunities, for all children.

Definition of Special Educational needs

A child has special educational needs if they have a learning difficulty which calls for social educational provision to be made for them.

A child has a learning difficulty if they:

- have a significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in schools

A child must not be regarded as having a learning difficulty solely because the language or medium of communication of the home is different from the language in which he or she is or will be taught.

- Our aim is to provide for the developmental needs of each child.
- All children in the group, irrespective of their special needs, are encouraged

Wherever possible and appropriate to participate in all the group's activities.

- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are

Monitored by our group's special educational needs co-ordinator.

- Our key worker system ensures that each adult is responsible for, so each child receives plenty of adult time and attention.
- We work closely with the parents of all the children in the group to ensure that -
 - The group draws upon the knowledge and expertise of parents in planning provision for the child.

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- The child's progress and achievements are shared and discussed with parents on a regular basis.
- Parents are aware of the arrangements for the admission and integration of children with special educational needs.
- If it is felt that a child's needs cannot be met without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs.
- Our staff attend whenever possible in-service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies.
- Links between the pre-school and external support services, including the local authority and voluntary organisations.
- Review of policies and procedures relating to special needs will be made where necessary. All policy documents and procedures are presented by either a coordinator or a member of the Management Committee to a meeting of that committee. Changes and reviews can be instigated by any member or co-opted member of the committee. Parents can either write in requesting a policy review or ask a parent member of the committee to act on their behalf.

Steps taken when a child is thought to have Special Needs

- Observation and development forms are used for all nursery children. If a child is not following the appropriate stage of learning relevant to their age, the individual needs are assessed further parental involvement is also crucial when establishing that a child has SEN.
- Then the nursery SENCO and/or the child's key worker will discuss concerns with the child's parents.
- The SENCO informs parents about local parent partnership services.
- All known information about the child is collected and new information is sought

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from the parents of the child.

- If the need of the child is significant enough, outside agencies are contacted (ie. Educational Psychologist) and observations by these professionals may occur.
- Action is decided upon between all the above named parties to enable the child with SEN to progress to his or her maximum potential.