



Policy Manual

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Located at St Bede C of E Primary School, Gordon Road, Winchester, Hants. SO23 7DD

The Ark Mission Statement

The Ark After School Care Club strives to provide high quality child care at a reasonable cost. We hope to do this within a relaxed but stimulating environment that promotes belonging, friendship and creativity. We understand that the children in our care are unique individuals who can expect to be respected and nurtured.

Our Aims and Objectives

Our club will always aim to comply with the Children's Act 1989, the Children's Act 2006, The Early Years Foundation Stage (EYFS) 2008, and all other relevant legislation. As well as these, the Ark aims to:

- Offer an inclusive service, accessible to all the children from St. Bede primary School.
- Ensure that each child feels happy, safe and secure, allowing them to play, learn and develop freely in a play-centred environment.
- Ensure that play and safety is our priority.
- Encourage the children to take responsibility for themselves, their things and their actions
- Promote leadership and team work to develop a sense of belonging and to promote a positive self esteem.
- Encourage the children to develop positive attitudes and respect for themselves, each other and the staff, in an environment free from bullying and discrimination.
- Provide activities that reflect the children's interests and diversity, and that celebrate the diversity of their community.
- Work with families and outside agencies to enhance our provision.
- Provide a setting that is committed to safeguarding children.
- Communicate effectively with families and the school, and to keep everyone updated about changes to the club's administration, listening and responding to their views, thoughts and concerns.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Administering Medication Policy

EYFS overarching legal requirement:

“The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

Every Child Matters Outcome: Being Healthy

EYFS Requirement: Safeguarding and Promoting Children’s Welfare (EYFS Statutory Framework pg26)

EYFS principles into practice: A Unique Child - Health & Well-Being (Card 1.4)

Staff at The Ark will never administer medication unless we have received a prior written request from the parent/carer. Parents and carers will need to include information regarding frequency, dosage, any potential side effects and any other pertinent information about the medication. If a child is receiving medication at school, Parents must inform the Ark about this separately. The school will not pass on messages to the Ark, and it is essential that staff are told about medication from a parent or carer of the child. An Ark medication form will need to be filled out before the Ark session or when the parent and carer arrive to pick up the child. When filling out the medication form for the school, please also include the dosage due at the Ark. We will photocopy this form and put it with the Ark medication form.

If medication is required, a designated staff member will be responsible for administering the medication or witnessing self-administration by the child concerned. The designated person will also be responsible for ensure that:

- Prior consent is arranged
- All relevant details are recorded on the Medication Form, which is then signed by the parent/carer
- The medication is properly labelled and safely stored in the medication box during the session. All medication should be in its original container, complete with the pharmaceutical label which includes the child’s name, the date, they type of medication and the dosage
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign the Medication Form to acknowledge that the medication has been given.

If at all possible, children who are prescribed medication should receive their doses at home. Should it be necessary for medication to be taken during sessions at The Ark, children should be encouraged to take personal responsibility for this. The appropriateness of this should be decided through thorough risk assessment. Please note The Ark will only give recently prescribed medication.

If a child refuses to take their medication for any reason, staff will not attempt to force them to do so against their wishes. If such a situation occurs, the Play Leader will notify the child’s parent/carer, and the incident recorded on the Medication Record.

Where children carry their own medication (insulin for example), The Ark recommend that staff hold onto the medication until it is required, in order to minimise risk of losing the medication and to ensure the safety of other children. Children who require asthma

inhalers or any other types of medication (Epi pens for example) are required to have medication in the Ark medication box, where it is to be kept, on site, at all times.

In some circumstances The Ark staff may require additional training for certain medication, e.g. an Epi pen. Or Insurers also require that we obtain information on what training is required from the child's GP. The Play Leader arranges an annual 'Epi-pen Awareness' session with the school nurse for as many members of staff as possible. The safety of the child should be discussed with the parents/carers. If staff require training, it may be necessary to absent the child until such training has been undertaken, to protect the child and provide the best possible care.

If a child needs medication requiring specialist knowledge or training, only appropriately trained staff may administer the medication.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Anti-Bullying Policy

EYFS overarching legal requirement:

“Children’s behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.”

Every Child Matters Outcome: Make a Positive contribution

EYFS Requirement: Safeguarding and promoting children’s welfare
(Statutory Framework, pg 28)

EYFS Principles into Practice: A Unique Child - Keeping Safe (card 1.3)

The Ark will provide a supportive, caring and safe environment without fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

All Staff, children and parents or carers will be made aware of the club’s attitude towards bullying.

Any child who is a victim of a bully will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff and the Play Leader. Incidents of bullying will be dealt with using the Ark’s **Behaviour Policy**. Although we have a thorough behaviour policy in place to deal with difficult incidents of behaviour, we believe that it is important to acknowledge that bullying is a serious matter, and therefore establish guidance for incidents of bullying.

The Ark defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel ‘left out’ of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person’s appearance.

Preventing bullying behaviour

Staff at The Ark will promote positive behaviours using the guidance in the Behaviour Policy and will build an anti-bullying ethos and environment in the following ways:

- Encouraging caring and nurturing behaviour
- Playing and working for a caring and co-operative ethos
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Staff will discuss the issues surrounding bullying including why bullying behaviour will not be tolerated
- Staff will discuss the consequences of bullying behaviour

Responding to bullying behaviour

The Ark acknowledges that despite all efforts to prevent it, it is possible that bullying may occur on occasion. Should such incidents occur, The Ark will respond in accordance with the **Behaviour Policy**, and adhere to the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.
- All incidents of bullying will be reported to the Committee and will be recorded on an Incident Log. The Play Leader and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.
- Informing family/carers and plans for dealing with repeat episodes of bullying will be dealt with in accordance with the **Behaviour Policy**.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Behaviour Management

EYFS overarching legal requirement:

“Children’s behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.”

Every Child Matters Outcome: Make a positive contribution

EYFS Requirement: Safeguarding and promoting children’s welfare
(Statutory Framework, pg 28)

EYFS Principles into Practice: A Unique Child - **Keeping Safe (card 1.3)**

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR) both parts

Play Work Principle 7: Play workers recognise their own impact on the play space and also the impact of children and young peoples play on the play worker.

Play Work Principle 8: Play workers choose an intervention style that enables children and young people to extend their play. All play worker intervention must balance risk with the developmental benefit and well being of children.

The Ark strives to provide good quality child care in a warm, friendly, happy and supportive setting. We are committed to providing a safe environment where the physical, mental and emotional health of the children is assured. At the Ark, we pledge to establish a supportive atmosphere that promotes positive behaviour and relationships; a place where children, staff and volunteers treat each other with care and respect. We strive to provide an inclusive setting that supports all children as they take increasing responsibility for themselves and their actions. We encourage the children to consider the welfare and wellbeing of others.

Promoting positive Behaviour at The Ark

At the Ark we want to encourage positive behaviour from the children through inclusion and responsibility. With this in mind, we promote positive behaviour by including the children in rule making, daily routines and by encouraging leadership. By engaging in these processes we hope to develop in the children a sense of belonging, ownership and responsibility for the Ark.

The children are made aware of what is expected of them during a session and what they can expect from the staff. When these expectations are clear to children, they can make informed choices about how they choose to behave.

The Play Leader and Deputy Play Leader will always be a point of reference to Play Workers and Volunteers who may be not yet have had training on dealing with challenging behaviour. They provide support and guidance on how to cope with particular issues, and use words and phrases to encourage a positive outcome (i.e. “I statements” - “I really enjoy seeing you share that football”; “I feel sad when you say things to upset others” etc.). They also use strategies to avoid situations that can cause

conflict and difficult behaviour (e.g. ensure that enough resources are out for the children to share, and alternatives provided for those who find sharing difficult.)

At the Ark we understand that challenging behaviour can have an impact on staff, and that this can in turn impact on how the behaviour is dealt with. We encourage our staff to remain professional in these situations by asking for help from senior staff. The Play Leader will keep information on useful outside agencies that can be helpful when dealing with behaviour issues.

The Ark recognises that children can develop challenging behaviour when they are tired, hungry or frustrated. Staff endeavour to be aware of children's individual needs to alleviate certain triggers. It also recognizes that good planning and age appropriate activities reflecting the interests of the children can prevent challenging behaviour from occurring.

Expectations of children:

At the Ark we expect the following of the children in our care:

- to respect each other, staff and visitors
- to play in a safe and sensible way
- to show courtesy to each other, staff and visitors
- to take responsibility for their behaviour and for their property
- to be as independent as possible and to join in with the daily routines
- to look after the Ark toys and resources, and to return them when they have finished playing, in the condition in which they were found.
- to tidy up their own mess and to help others tidy when they are done.

Expectations of Staff:

The Ark children, committee and families can expect the following from the Play Workers:

- to never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- to respect the children, visitors and each other
- to manage the children's behaviour in an effective and appropriate manner for their stage of development and particular individual needs
- to provide a caring and safe environment for the children.
- to be a role model for courtesy and manners. They are expected to help children in their daily routines, while fostering the children's independence
- to adhere to the Policies specific to them and their role at the Ark.

Unacceptable Behaviour

At no time will the Ark tolerate the following behaviour from the children, staff or visitors:

- Bullying or threatening in any manner, verbal or physical
- Aggressive, confrontational or sexually inappropriate behaviour
- Behaviour that is intended to result in conflict or harm of others

Procedures for Dealing with Unacceptable Behaviour

The Play Leader is responsible for the management of challenging behaviour at the Ark. They will instigate the procedure outlined in this document when they deem it appropriate. We have access to a confidential area within the school to discuss any concerns. The Ark will treat each child with challenging behaviour through individual strategies developed in conjunction with their family. Families of children with challenging behaviours, as well as the Ark Committee will be informed of this before the behaviour

reaches a critical stage. The following procedures have been developed to be able to keep children with challenging behaviour at the Ark. Should this prove impossible over a period of time, or if the safety of the child in question, other children or staff can no longer be guaranteed, then, as an ultimate sanction, the child must be excluded from the club.

In the case of violence or behaviour that poses an immediate danger, a temporary sanction is reserved in which a child is required to be collected directly. A meeting with the family of the children involved, the Play Leader, any staff involved and the Chair of the Management Committee will be held as required to discuss the aforementioned behaviour. Where required to do so, The Ark will notify Ofsted, the local authorities and any other outside agencies of such incidents.

Procedures at a number of different stages apply.

INCIDENT STAGE:

- Unacceptable behaviour will be challenged by staff as it occurs, or as soon as possible, in a non-violent, non-confrontational and fair manner.
- Serious incidents and persistently recurring unacceptable behaviour will be recorded onto an Incident Form and filed. It will be signed by the parents or guardians of the children involved as well as the Key Worker and Play Leader. This is for the benefit of the workers' awareness and to assist them in dealing with continuously challenging behaviours in a fair and consistent way.
- Parents and guardians can expect to be informed on the day of the incident and also of how the incident was dealt with by their Key Worker.

CONCERN STAGE:

- In the case of continual unacceptable behaviour, the Play Leader along with the Key Worker (if the Play Leader is not the key worker already) will approach the family of the child to develop a co-operative plan or to develop strategies to help the child with their behaviour. The school SENCO may also be approached if strategies are already in place for the child at school to ensure continuity. This plan will be documented and filed in the child's individual file and kept in a locked cabinet. The Ark committee will be informed.
- The execution of this plan will be monitored and reviewed by the Key Worker. Sufficient time is required to ensure the child is given every opportunity to develop. If the Key Worker and Play leader considers a change to be both productive and necessary, they shall implement this. Communication between parents, Ark staff and the SENCO is invaluable at this stage, and all communications will be held in confidence in line with our Confidentiality and Information Sharing Policy.
- If no positive development in the child's behaviour has occurred and the behaviour continues to impede the effective running of the Club, a temporary sanction requiring immediate collection of the child may be used.

REFERRAL AND SANCTION STAGE.

- Persistent unacceptable behaviour that has not been resolved or changed by the above procedures, and which affects the safety of other children will be referred to the Management Committee.
- The Management Committee is expected to consider the exclusion of the referred child. The parents of the child will be invited to participate in the meeting.

It is hoped that most incidents can be worked through and resolved with all parties quickly and fairly.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Complaints Policy

EYFS overarching legal requirement:

“The provider must take the necessary steps to safeguard and promote the welfare of children.”

Every Child Matters Outcome : Making a Positive Contribution

EYFS Requirement : Safeguarding and Promoting Children’s Welfare (pg 23)

**EYFS Principle into Practice: Positive Relationships
Parents as Partners (card 2.2)**

PLAYWORKS PRINCIPLE

1. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.

At The Ark we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal we would like to be informed in order to amend our practices for the future. Our complaints policy will be displayed on the premises at all times. Records of all complaints will be retained for a period of 10 years. A summary of complaints is available for parents on request.

The Committee will generally be responsible for dealing with complaints. Any complaints received about staff members will be recorded on an incident log and a complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Ark activity:

- A committee member will discuss the matter informally with the parent of carer concerned and aim to reach a satisfactory resolution

Complaints about an individual staff member:

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

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the Committee.

The committee will:

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

If child protection issues are raised, the situation will be referred to one of the Ark's CPOs (Play Leader or Deputy Play Leader) who will then contact the St. Bede CPO (The Head Teacher) and follow the procedures of the *Safeguarding Children* and the Reporting an Incident or Discloser Policy. If a criminal act may have been committed, the committee will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about The Ark at any time. Ofsted will consider and investigate all complaints.

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Confidentiality Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

“Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children”

Every Child Matters Outcome: Make a Positive Contribution

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework, pg 23)

EYFS Principle into Practice: Positive Relationships

- Parents as Partners (card 2.2)

- Key Person (card 2.4)

EYFS Principles into Practice: Enabling Environments

- The Wider Context (card 3.4)

At The Ark we respect the privacy of the children attending the club and their parents or carers, whilst delivering high quality play care. Our aim is to ensure that all those using and working at The Ark can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children
- Staff only discuss individual children for purposes of planning and activity management
- Staff are made aware of the importance of confidentiality during their induction process
- Information given by parents will not be passed on to other adults without permission
- Concerns or evidence relating to a child’s safety, will be kept in a confidential file and not be shared within the club, except with the designated Child Protection Officer and the Play Leader
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- Confidential records are stored securely in a lockable file
- Students on work placements are advised of our confidentiality policy and are required to respect it.

Communicating in Confidence

“Effective communication means there is a two-way flow of information, knowledge and expertise between parents and practitioners.” *EYFS Parents as Partners, card 2.2*

We understand that sometimes issues can arise that have a direct effect on the children in our care. We want to provide an environment where families and carers can communicate these issues freely and with confidence to our staff. All communications with staff are held in strict confidence unless they are legally compelled to share information.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care. More information about sharing information and working with outside agencies can be found in our Safeguarding Policy.

Data Protection Act

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.

Documentation

The Ark is required by law to retain certain records and documents, some of which will contain confidential information. Please see our Documentation Policy for more information.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Documentation

EYFS overarching legal requirement:

“Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.” pg 38

The Ark recognises that it has a responsibility to create and manage all documentation in an efficient and safe manner. Documents include records, policies, staff programmes and procedures.

To comply with the Children Act Regulations, the following records will kept securely in locked storage for 2 years:

- Registers
- Children Registration Contracts
- Accident & Incident records
- Medication records
- Fire Safety procedures
- Policy Manual
- Record of Complaints
- Staff training and development programmes
- Insurance Policy
- Communications with Ofsted*
- Newsletters
- Risk Assessments

Other documents that need to be managed by the Management Committee Secretary, but do not need to be available on the premises include:

- Staff training certificates
- Roles and responsibilities of committee members
- Constitution
- Financial accounts
- Charitable status documentation

St Bede School will be responsible for and manage records relating to the premises.

*Ofsted must be notified about any significant changes or events that may affect the safety or welfare of a child, eg changes to staff, construction work, serious illnesses in staff or children, changes to operating schedules, police or social services involvement. This is a requirement of the Children Act Regulations.

Data

The Ark will record and keep the following data on each child on Registration Forms.

- full name;
- date of birth;
- the name and address of every parent and carer who is known to the provider;
- which of these parents or carers the child normally lives with;
- emergency contact details of the parents and carers.

As legally required, the Ark will record and submit the following information to their local authority about individual children receiving the free entitlement to early years provision as part of the Early Years Census:

- full name;
- date of birth;
- address;
- gender;
- ethnicity;**

- special educational needs status;
- the number of funded hours taken up during the census week;
- total number of hours (funded and unfunded) taken up at the setting during the census week.

We will keep all information in a secure place (locked filing cabinet or locker) to maintain legal requirements concerning personal information and data protection.

** This data item can be collected on a voluntary basis. A child's ethnicity should only be recorded where parents have identified the ethnicity of their child themselves.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Early Years Foundation Stage Policy

The Ark After School Club is committed to delivering the Early Years Foundation Stage (EYFS) as set out in the *Statutory Framework for the Early Years Foundation Stage 2012*. EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

The designated EYFS coordinator at the Club is the Play Leader who is responsible for:

- Identifying EYFS children when they join the Club, and informing the other staff
- Determining the primary EYFS provider (typically, the school) for each child
- Assigning a key person for each EYFS child
- Ensuring that staff receive relevant EYFS training
- Implementing a communication book, so that the parents, Club and the primary EYFS provider can easily exchange information
- Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary
- Meeting regularly with the primary EYFS provider to agree next steps for the development of each EYFS child.

For each EYFS child, the Club will deliver those areas of EYFS learning and development as are agreed with the parents and the primary provider. In delivering these areas of learning and development staff will:

- Undertake observations and assessments in order to plan for each child's individual needs
- Plan and provide opportunities which are appropriate to each child's stage of development.

The Club provides a mix of adult-led and child-initiated activities. The Club always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity.

We recognise the four overarching principles of EYFS:

- **A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.
- **Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
- **Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.
- **Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.
- One of the statutory elements of the EYFS is that childcare settings must establish a Key Person Approach for every child. The role of the key person or key worker has developed from much study about attachment theory and the need for children in their early years to form close relationships with a few trusted adults. Children who do form

these relationships tend to cope better with changes, develop confidence in forming relationships with their peers and benefit emotionally.

- At the Ark we want to continue this vital element of the EYFS for the children in our care. The role of the Key Worker at the Ark will be to liaise with families and the primary EYFS provider. Our key Workers will forms healthy relationship with the children that promote trust, understanding, and also allows them to find out the needs and interests of the children. To take advantage of the Key Worker approach, we have allocated key workers for all the children attending the Ark.
- Children in the EYFS will have a communication book ('Scrap Book') to allow good communication between the primary EYFS provider, the Ark and families and other carers of the child. Children in Bands 1, 2 and 3 will not have communication books unless it is deemed necessary to for information to be passed on. Families should not feel restricted to communicating to their child's key Worker. All of the staff working at the Ark interact and play with the children, and endeavour to form good relationships with them.

This policy was adopted by The Ark After School Club:	Date:
To be reviewed:	Signed:

Emergency Evacuation/Closure Procedure

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

“Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire, and must have a clearly defined procedure for the emergency evacuation of the premises.” *pg.34 EYFS Statutory framework*

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child **- Health and Well Being (card 1.4)**

EYFS Principle into Practice: Enabling Environments **- The Learning Environment(card 3.3)**

The Ark will make every effort to keep the club open when St Bede Primary School is open but, in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. The evacuation procedure that has been developed for the Ark, works within the procedure set out by St Bede Primary School and specifies the exact procedure for the children and staff.

On hearing the alarm:

- STOP what you are doing. The designated staff member will take the register and mobile phone and direct the children to the nearest and safest exit to the schools playground. Leave everything else. When the children are safely outside, the designated staff member will check that the children’s toilets are empty.
- The children should be directed to walk calmly and quietly in single file to the assembly point which is in front of the quiet garden area by the staff car park.
- The children should line up and respond YES to their name as the register is called by a staff member (preferably the Play Leader or Deputy Play Leader.)
- If the emergency services have not yet been alerted by the school staff on site, the most senior staff member will now do so.
- In the event that the assembly point becomes unsafe, the most senior staff member will lead the children, single file, via the safest route to St Peters Car Park, Gordon Road. Other staff members should place themselves at the end and

middle of the line to ensure the children stay together. The register will be called again at the new assembly point.

- All adults and children are to remain at the assembly point until they are told it is safe to return to the building by the emergency services.

Staff roles during an evacuation:

If there are staff members inside and outside, the **staff member inside will be the designated person**. This person must ensure that they have the **register and mobile phone**.

When the children have been **handed over, with the mobile phone and register, to the staff member outside**, the **designated person will check the children's toilets** before rejoining the group at the Bedery gate.

The outside person will be responsible for ensuring that all the children are lined up, in a calm and orderly way at the Bedery.

When everyone is quiet, **the outside person should begin the register**.

If a third staff member is present it will be their job to ensure that the youngest children know what they need to be doing and to reassure the children of their safety. Volunteers and Committee members will help keep the children calm and reassured.

- If any person is missing from the register, the emergency services will be informed immediately.
- The Play Leader will contact parents to collect their children. If the register is not available, the Play Leader will use the emergency contacts list in the mobile phone or alternatively, a list kept off site by a committee member (which is kept off site).
- All children will be supervised until they are safely collected.
- If after every attempt, parent or carers cannot be contacted, the club will follow its Uncollected Child procedure.

If the registration is affected we will inform Ofsted of the closure or incident resulting in evacuation.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Equality of Opportunities and Diversity

EYFS overarching legal requirement:

“All providers must have and implement an effective policy about ensuring equality of opportunities and for supporting children with learning difficulties and disabilities.

All providers in receipt of Government funding must have regard to the SEN Code of Practice.”

“The provider must take the necessary steps to safeguard and promote the welfare of children”

“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.”

Every Child Matters Outcome: Make a Positive contribution

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework, pg 25)

EYFS Principles into Practice: A Unique Child
- Inclusive Practice (Card 1.2)

EYFS Principles into Practice: Positive Relationships
- Respecting Each Other (card 2.1)

Play Works Principles:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
5. The role of the play worker is to support all children and young people in the creation of a space in which they can play.

At The Ark we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

To achieve The Ark’s objective of creating an environment free from discrimination and welcoming to all, The Ark will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status and HIV/Aids status
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities
- Acknowledge, discuss and celebrate special days and events with the children to broaden their understanding of the global community.

- Challenge racist and discriminatory remarks, attitudes and behaviour from the children at The Ark and from any adults on club premises (e.g. parents/carers collecting children)
- Plan activities that reflect the diversity of the children and staff in our setting.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that The Ark's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Human Rights Act 1998 and the Race Relations (Amended) Act 2000.

The Ark's Equal Opportunities Named Coordinator (ENCO) is the Play Leader. The ENCO, as well as the Ark Committee is responsible for ensuring that:

- Staff receive relevant and appropriate training
- The Equal Opportunities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs

Our club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will take appropriate action to ensure that all children can access our services and are made to feel welcome.

Although there is not an appointed Special Needs Co-ordinator at the Ark, the Play Leader and the Key Worker of a child with additional needs will liaise with the SENCO at St. Bede. We will have access to IEP's where appropriate and continue and support any programs and strategies that have been put in place by the school to assist a child. The SENCO at St.Bede is fully trained and experienced in the care and assessment of such children. All members of staff will assist the Key Worker in caring for children with additional needs or physical disabilities.

If the staff require additional information and training to support a child in its care with additional needs it will take advice from Hampshire County Council's Inclusion and Play Project Officer, who can be contacted on 02392 259906. The Inclusion and Play Project Officer will work with us both to create an appropriate staff development programme and to assess the suitability of the facilities and activities we provide.

Monitoring and Evaluation

The management committee will be responsible for implementing this policy. Staff will receive induction and training on equality issues and will be kept up to date on national policy developments.

A Complaints Policy is in place should issues arise.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Health and Safety

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child **- Health and Well Being (card 1.4)**

EYFS Principle into Practice: Enabling Environments **- The Learning Environment (card 3.3)**

The Ark will ensure that the children in its care and its employees will be protected, so far as is reasonably practicable, from risks to health and safety arising from its activities.

This will be achieved by establishing safety procedures as listed below. These will each be subject to review and revision by the Ark's Management Committee on an annual basis, or sooner if identified as necessary.

The responsibility for achieving and adhering to acceptable safety standards rests with the Ark's Management Committee, its employees and St Bede School.

The children attending the Ark have responsibility to comply with instructions from members of staff, which relate to their health and welfare and also to behave in a manner which is in accordance with Ark policies.

Insurance

The current certificate of Employers Liability insurance will be displayed on the Ark’s notice board.

Fire Safety

The Ark understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored
- Children will be made aware of the fire safety procedures during their settling in period and through regular fire drills
- All children will be made aware of the location of fire exits and the fire assembly point
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside
- Fire exits are kept closed at all times but never locked
- Fire extinguishers and alarms are regularly tested in accordance with the manufacturer’s guidance
- Fire drills will be conducted every term and new children and staff will be made aware of the Evacuation Procedure.
- All fire drills and incidents will be recorded in the H&S Folder

Fire Prevention

The Ark will take all steps possible to prevent fires occurring by:

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

In the event of a fire, staff and children will follow the *Evacuation Procedure*.

It is the role of the Play Leader and the Deputy Play leader to ensure that all the staff are made aware of the fire safety procedure during the Induction period.

The site manager of St. Bede is the Fire Safety Officer of the school premises. He is trained to implement fire risk assessments and fire safety equipment checks. The Ark will comply with any procedures and assessments that the site manager deems necessary for us to do.

General Electrical

Electrical equipment used by the Ark should be visually checked before use to ensure that plugs and cabling are in a safe condition. It will be PAT tested annually by the St. Bede site manager. New equipment will be PAT tested after 18 months of use, or when deemed necessary.

Visitors

Visitors will be requested by the Play Leader to sign the daily signing-in register, giving contact details. All visitors must be signed in and out, including committee members and St Bede Primary School staff.

Outings

Should outings be considered by the Ark, the Play Leader will request written permission in advance from parents and arrange appropriate safety measures, such as a pre-visit risk assessment.

The Play Leader will arrange a higher staffing ratio for the event and take the first aid kit and mobile phone. All outings would be made by foot, to nearby facilities such as the play-park or the recreation field.

Risk Assessments

The Ark uses its risk assessments to ensure that sessions are safe and secure for all the children and staff. All staff are expected to risk assess the environment as apart of their routine tasks.

Under the Management of Health and Safety at Work Regulations, the Ark must carry out regular risk assessments and take any actions arising from these. It is the responsibility of the Play leader to ensure that risk assessments are logged and monitored. Risk assessments on the premises and its equipment are completed by the St. Bede site manager. Our risk assessments will be in addition to these.

Daily Checks

Risk is assessed and managed daily by the Ark staff and the St. Bede site manager. During the course of a session, staff will remain alert to any potential risk to health and safety. If a staff member discovers a hazard, they will firstly make sure that any people likely to be affected are safe, and then notify the Play Leader. The Play Leader will then log the event onto an Incident Sheet and ensure that all action has been taken to avoid the hazard from reoccurring. Where an incident or accident occurs that identifies a new or on going risk on the premises, the Play Leader will log each incident and accident, and work in conjunction with the Ark Committee and the site manager to rectify and/or manage the risk effectively.

Cleaning and House Keeping

All areas used by the Ark should be kept in a clean, tidy and safe manner, to ensure no incidents arise from poor housekeeping issues. In practice, as areas are shared with the school, this may be limited to ensuring that items belonging to the club do not present a hazard and that areas used by the club are checked by the Play Leader, or delegated member of staff immediately prior to use. Spillages will be cleaned up as soon as possible after the event.

The Ark's storage areas will be kept tidy.

Toilets and washing facilities should be checked at the start of each session by the Play Leader or a delegate; to ensure they are clean and have sufficient toilet tissue and paper towels.

Toys and resources will regularly be checked for safety issues and cleaned on a rota. Please see our Toys and Resources Policy for more information.

The Club will be able to access the site manager's and cleaner's services in order to assure the facilities are well maintained and clean. The classroom and toilets will be checked by The Ark's staff before the beginning of each session. The School's cleaners will clean the classroom after the Ark has closed for the evening, however, where possible, the Ark staff will leave classrooms in the state in which they were found. Any cleaning necessary during the session will be carried out by the staff.

Hazardous Substances

Any potentially hazardous chemicals, such as those used for cleaning will be stored away from general access in a lockable cupboard. No children will be allowed to handle chemicals which may be harmful to them. A COSHH assessment has been carried out for all hazardous substances and a list of those stored on site, and their location held by the Play Leader and a copy sent to the school site manager.

Food Preparation

- Surfaces used for food preparation will be cleaned before and after use.
- Staff and children will wash hands before handling or consuming food.
- Food will be stored in or above the Ark fridge near the school kitchen and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Fridge and freezer temperatures will be monitored and recorded, and kept in the H&S file.
- All utensils, crockery etc are clean and stored appropriately.

- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.

Reporting Of Food Poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Play leader or Administration Manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation
- The Ark must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence

Other Policies that relate to Health and Safety are:

Emergency Evacuation/Closure Procedure

Healthy Eating Policy

Illness and Accident Policy

Medication policy

Missing Child Policy

Premises Policy

Staff Induction Policy

Toys and Resources Policy

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Healthy Eating Policy

EYFS overarching legal requirement:

“The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

“Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious. Those responsible for the preparation and handling of food must be competent to do so.”

Every Child Matters Outcome Being Healthy

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child **- Health and Well Being (card 1.4)**

The Ark will provide healthy, nutritious and tasty food and drinks. Food and drinks will be safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child. The snack provided is not intended to be a substitute for a main evening meal.

The Ark will promote healthy eating and will lead by example. Appropriate members of staff have undertaken food handling and hygiene training, including training in safe food preparing cooking and storage.

At the Ark we will ensure that:

- All children are provided with a suitable snack
- Children are encouraged to develop good eating skills and table manners
- Children are given plenty of time to eat
- Where appropriate, children will be involved in planning and preparing food and snacks
- Fresh drinking water will be available at all times
- Fresh fruit will be available at all sessions
- Withholding food will not be used as a form of punishment
- Staff will discuss with children the importance of a balanced diet where appropriate
- The Ark will not regularly provide sweets for children
- We will avoid excessive amounts of fatty or sugary foods
- Children will not be forced to eat or drink something against their will.
- Chemicals used to clean food surfaces are suitable and fit for purpose.

Food and Drink routines

At the Ark we acknowledge that children tend to be hungry straight out of school. To help ‘tide them over’ until their snack can be prepared, the children will be able to help themselves to bread sticks, carrot sticks, tomatoes and a healthy dip as well as squash and water at the beginning of the session. The children wash their hands beforehand, are made aware of the appropriate way to eat this style of food and are encouraged to eat only 3 or 4 pieces from the plate.

From 3.45pm onwards children can have snack in a 'café style' where they help themselves. There are a maximum of 8 at the table at a time. Staff and children wash their hands before snack with the soap or hygiene gel provided by the club.

Snack options vary, but always consist of a sandwich, pitta or crackers with a topping of their choice, and some fruit, yoghurt and squash, milk and water. The children help themselves and prepare their own snack by spreading their own bread and cutting up their fruit. One member of staff sits at the table to offer assistance and to record what each child has eaten. The children are also allowed a biscuit after their snack. On occasion, a healthy cereal with milk may be an option, as well as crumpets or muffins in the colder months.

When the children have finished their snack they are expected to wash up their dishes before going off to play. We believe this is an important part of a Healthy Eating Policy because it helps to link hygiene to health and supports independence and responsibility.

Plates, cups, jugs, cutlery and boards are routinely taken home with the Deputy Playleader and put through a dish washer.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Illness and Accidents

EYFS overarching legal requirement:

“The provider must promote the good health of children, take the necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

Every Child Matters Outcome: Be Healthy

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework pg 26)

EYFS principles into practice: A Unique Child - Health & Well-Being (card 1.4)

At The Ark we endeavour to deal promptly and effectively with any illnesses or injuries that may occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the Medical Form when their child joins The Ark, giving permission for emergency medical treatment for their child in the event of a serious accident or illness.

Any accidents or illnesses, together with any treatment given, will be recorded on an Incident or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

The Ark cannot accept children who are ill. If any children are ill when they first arrive at the club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to The Ark until they have fully recovered, or until after the minimum exclusion period has expired. Advice about exclusion can be found at the end of this policy.

First aid

The Ark’s designated First Aiders are the Play Leader and the Deputy Play Leader. The designated First Aiders have obtained a first aid certificate and have attended a 12 hour paediatric first aid course. First Aiders will renew their certificates after 3 years. To ensure that there are 2 qualified first aiders present at every sessions of The Ark, other members of staff also receive first aid training.

The location of the first aid box and a list of qualified first aiders are clearly displayed on The Ark notice board. It is the responsibility of the Deputy Play Leader to regularly check the contents of the first aid box to ensure that they are up to date and comply with the Health & Safety (First Aid) Regulations 1981.

During Ark sessions the First Aid box will be located on the Ark trolley, and it is in the lockable cupboard between sessions. Supplies for the first aid box are stored in the shed in the car park. The Play Leader will ensure that a first aid kit is taken on all outings.

Procedure for a minor injury or illness

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

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

Procedure for a major injury or serious illness

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

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to The Ark's policies or procedures.

Communicable diseases and conditions

If a case of head lice is found at The Ark, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

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

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

Useful contact

Health Protection Unit: 0845 055 2022

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet Fever*	5 days from start of the treatment
Slapped Cheek, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.

Intimate Care

EYFS overarching legal requirement:

“The provider must promote the good health of children, take the necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

Every Child Matters Outcome: Be Healthy

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework pg 26)

EYFS principles into practice: A Unique Child
- Keeping Children Safe (card 1.3)
- Health & Well-Being (card 1.4)

In intimate care situations, the child’s safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

‘Intimate care’ covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing, dressing, and menstrual care.

The Ark staff that provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.

Staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
- Additional equipment required
- Child’s preferred means of communication (e.g. verbal, visual)
- Child’s level of ability – what tasks they are able to carry out by themselves.

Best practice

When intimate care is given, the member of staff will explain fully each task that is carried out and the reasons for it. Staff will encourage children to do as much for themselves as they can.

A child’s Key Worker will be the primary staff member to provide care for that child. Where over familiarity becomes an issue, the Key Worker will work with another member of staff, who is also known to the child.

Protecting children

Staff are familiar with the DFES booklet *What To Do If You Think A Child Is Being Abused*, and will follow the guidance it contains.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or designated Lead Practitioner

(Safeguarding) immediately. The **Safeguarding Children** policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will look into the situation and record any findings. These will be discussed with the child's parents or carers in order to resolve the problem. If necessary the manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the **Safeguarding Children** policy will be followed.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at The Ark will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Involving and Consulting Children

EYFS overarching legal requirement:

“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.”

Every Child Matters Outcome: Positive Contribution
Enjoy and Achieve

EYFS Requirement : Organisation

EYFS Principle into Practice: Positive Relationships

- Respecting Each Other (card 2.1)
- Supporting Learning (card 2.3)
- Key Person (card 2.4)

We value the needs and opinions of the children at the Ark. We always endeavour to involve them in the evaluation and scheduling of our activity plans. The Ark hopes that by consulting and involving the children, we will help them to develop their self worth and a sense of belonging.

We will do this through questionnaires, asking the children about the sessions and by asking them to contribute to the ARK BLOG on the web page and the Visual Diary. The results will be held in the planning file. Key Workers will play a role in finding out about the needs and interests of quieter children, and will encourage them to contribute in their own way.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Missing Child Procedure

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome: Staying Safe

EYFS Requirement: Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child - Keeping Safe (card 1.3)

At The Ark our staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

If a child cannot be located, the following steps will be taken:

1. All staff will be informed that the child is missing.
2. Staff will conduct a thorough search of the premises and surrounding area.
3. After 10 minutes the police will be informed. The Play Leader will then contact the child’s parents or carers, as well as the Ark Committee.
4. Staff will continue to search for the child whilst waiting for the police and parents to arrive.
5. We will maintain as normal a routine as possible for the rest of the children at the club.
6. The Play Leader will liaise with the police, the child’s parent or carer and the Ark committee.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If a child has not arrived at the library for registration into the Ark by 3.30, the Play Leader will:

- Speak to the relevant staff members at St. Bede to see if the child was absent from school or taken home early. Such staff members would be the office staff and/or the teacher who dismissed the child at the end of the day.
- Call the child’s parents to confirm their absence from school or to alert them about their child.
- If the whereabouts of the child is established then the Play Leader will cease looking for the child. If the child’s whereabouts have not been established or the family of the child has not been contactable, the Play Leader will inform the Police, following points 4-6 of the above procedure. If the parents are not contactable, the Play Leader will call the Emergency Contact on the registration form, and will continue to phone the child’s parents until they are reached.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers Police: 0845 045 45 45 and 101
Social Care: 01962 832385
Ofsted: 0300 123 1231

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Parent/Ark Partnership

EYFS overarching legal requirement

1.16 Partnership working underpins successful delivery of the EYFS in a number of different ways:

“Close working between early years practitioners and parents is vital for the identification of children’s learning needs and to ensure a quick response to any area of particular difficulty. Parents and families are central to a child’s well-being and practitioners should support this important relationship by sharing information and offering support for extending learning in the home.” (*A Principled Approach: Creating framework for partnership working pg 10*)

Every Child Matters Outcome: Being Healthy

Principle in Practise: Positive Relationships

-Respecting Each Other 2.1

-Parents as Partners 2.2

At the Ark we value the families of our children and believe that good communication with families is essential to maintain a high quality provision. We hope to encourage their involvement in the Ark’s volunteer management Committee and their feedback about our sessions with their children.

The Ark volunteer management committee will ensure parents and carers are kept well informed of how the Ark operates so that they can be confident that we are providing a safe, secure and stimulating environment for the children. This means that The Ark will:

- Hold a briefing meeting for parents prior to the child’s admission
- Provide parents with the necessary information about the Ark’s organisation, in the form of an easy to read handbook
- Offer parents the opportunity to settle their children into the club for a short period on their first day(s).
- Provide a separate pack of the more detailed policy documents if requested
- Issue a newsletter on a termly basis which will advise on activities and update parents/guardians on any issues.
- Use the notice board to provide key information including Ofsted certificate and Insurance, etc: as well as session information.
- Ensure all documentation is managed properly and securely. Personal details will only be used for staff administration
- Advise parents of the complaints procedure
- Set up a website for newsletters and general documents.

We ask parents to read the policies and provide us with all the information we need to be able to provide an enjoyable and secure environment for the children.

The Key Worker will endeavour to forge good relationships with their children to help maintain this partnership (*see Key worker section of EYFS policy*)

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Play, Learning and Care

EYFS overarching legal requirement:

“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs”

Every Child Matters Outcome: Enjoy and Achieve

EYFS Requirement: Organisation (Statutory Framework, pg 37)

EYFS Principles into Practice: A Unique Child

- Child development (card 1.1)

EYFS Principles into Practice: Positive Relationship

- Parents as Partners (card 2.2)
- Supporting Learning (card 2.3)
- Key Person (card 2.4)

EYFS Principles into Practice: Enabling Environment

- Observation, Assessment and Planning (card 3.1)
- Supporting Every Child (card 3.2)
- The Learning Environment (card 3.3)
- The Wider Context (card 3.4)

EYFS Principles into Practice: Learning and Development

- Play and Exploration (card 4.1)
- Active Learning (card 4.2)
- Creativity and Critical Thinking (card 4.3)
- Areas of Learning & Development (card 4.4)

Play and Learning

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves. It is also a key component of a healthy lifestyle, enabling good physical, emotional, mental and social development. At its most successful it offers children and young people as much choice, control and freedom as possible.

At The Ark we recognise the importance of play to a child’s development and learning. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

Play work Principles:

These Principles establish the professional and ethical framework for play work and as such must be regarded as a whole. They describe what is unique about play and play work, and provide the play work perspective for working with children and young people. The Play work Principles were endorsed by Skills Active in 2004 and are being incorporated into the Play work National Occupational Standards to replace the Assumptions and Values.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For play workers, the play process takes precedence and play workers act as advocates for play when engaging with adult-led agendas.
5. The role of the play worker is to support all children and young people in the creation of a space in which they can play.
6. The play worker's response to children and young people playing is based on a sound up-to-date knowledge of the play process, and reflective practice.
7. Play workers recognise their own impact on the play space and also the impact of children and young people's play on the play worker.
8. Play workers choose an intervention style that enables children and young people to extend their play. All play worker intervention must balance risk with the developmental benefit and well being of children.

Staff at the Ark endeavour to use these principles during sessions. The Ark also recognises that by adhering to these principles we would also be meeting the play-based principles set out in the EYFS.

Facilitating play

We will support and facilitate play by:

- Providing an environment which is suitable for playing in
- Providing a range of equipment and resources
- Allowing children to request additional or alternative equipment as they choose
- Not expecting children to be occupied at all times
- Having the Daily Routine available to the children so they know when they will have time to play.
- Involving children in the planning of activities, to reflect their interests and ideas
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills
- Allowing children freedom of exploration, creative expression, particularly in artistic or creative play
- Planning activities to enable children to develop their natural curiosity and imagination
- Explaining the reasons for refusing to provide an activity or resources
- Providing equipment and resources which promote positive images of culture, ethnicity, religion, gender and disability
- Keeping an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required

Planning and Evaluation

At The Ark it is the responsibility of the Play Leader and the Deputy Play Leader to plan and evaluate activity plans. Plans are prepared termly and will reflect the interests, diversity, needs and development of all the children attending.

We will keep records of plans and evaluations, and encourage contribution and feedback from the children and their families. The Ark's Equality of Opportunities and Diversity Policy, the EYFS themes, and the Play Works Principles will be referred to when developing new activity plans.

Toys and resources are available for children of all ages. For more information see *Toys, Equipment and Resources Section*

Playing Outdoors and Active Play

At the Ark we understand the importance of outdoor and active play for the children in our care. Outdoor play will be available each day, except in severe weather conditions. We ask that families ensure that children are properly attired for outside, i.e., gloves in the snow, hat in the sunshine etc; the outdoor area will be checked and risk assessed before the children go outside.

At The Ark we acknowledge that active play is essential for the healthy development of our children. We will encourage the children to participate in active experiences indoors and out. All active and outdoor play will be appropriately supervised.

Care and Respect

Staff and children will strive to create a caring and mutually respectful environment. The Ark staff will provide care that promotes responsibility, independence and confidence in the children. Children will be made aware of their Key Worker and Secondary Key Worker in order to form positive and caring relationships.

The Ark also has an Intimate Care Policy to outline best practice and procedure. More information about promoting a positive atmosphere at the Ark can be found in our Behaviour Management policy.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Premises Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

“Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child
- Health and Well Being (card 1.4)

EYFS Principle into Practice: Enabling Environments
- The Learning Environment (card 3.3)

The Ark is located within St Bede C of E Primary School, Gordon Road, Winchester. It has an agreement with the school that it can use eight specific classrooms (Reception, Swithun, Walker, Wykeham, Alfred, Millias, Austen, Nightingale) on a rotation basis, the Hall (occasionally), the infant and junior toilets and the playground. The premises were Ofsted inspected on February 13th 2004 and approved.

We are committed to providing a safe, secure and suitable environment for the children attending the Ark. A risk assessment of the premises has been made by the school site manager and we will track issues concerning the operation of The Ark.

Premises Security

St Bede Primary School has secure entrances. Exits from the School will be locked by the Caretaker after schoolchildren have left the premises at the end of the school day. Ark staff will check and lock if necessary the exit gates to Gordon Road, by the school office and the gate to the teachers car park. Thereafter, access can only be gained through the classroom exterior door, via the Playground. Gates to the playground will be kept locked whilst the club is in operation outside. When the children are inside, staff will open only the gate near to the office to allow access to the classroom that we are allocated. The only access to the classroom by visitors and parents is by using the door bell on the closest outside door. A map of where the Ark is situated is hung by the gate. Security of premises will be reviewed whenever the Ark changes classroom.

Children can move through the premises with different levels of supervision depending on the age of the child. Under 8’s are always in sight of an adult and children aged 8 years and over are given a little less supervision and are allowed to the toilets and activities cupboard unsupervised. In these situations, children are given a time frame in which to work. The movements of the children are always communicated between the staff through the use of walkie talkies. In the case that they are not working, a spare set are charged and ready to go in the filing cabinet in the resources room.

Maintenance

The responsibility for the structural integrity of the premises and the up keep of the school's equipment (chairs, tables etc) rests with the governing body of St. Bede Primary School. However, it is the responsibility of The Ark staff to report any issues that could present an avoidable or unnecessary risk to any persons using the Ark.

Equipment and resources that belong to the premises, and are in need of repair, will be seen to by the site manager. If a member of the Ark, be it staff member, child, parent or committee member, finds something in need of repair, they will contact the site manger and log it in the maintenance section of the Health and Safety Folder.

Planning Requirements

The issue of planning consents has been checked with the necessary authorities. There is no need for any planning application.

Storage Space

A dedicated lockable Activities Cupboard will be provided for the sole use of the Ark. This will contain a small selection of toys, craft materials, books, games, etc. Outdoor equipment is kept in a lockable outdoor box by the PE shed in the schools playground. The children will have access to this during outdoor play time. Larger items, resources not in use and extra supplies will be stored in the lockable shed purchased for this purpose. It is situated in the teacher's car park and is not accessible by the children.

Potentially hazardous items, such as a sharp knife and cleaning materials, will be kept in a lockable cupboard.

Files that need to be locked away and accessed on a daily basis are kept in the Ark locker in the staff room. The mobile phone and bookings forms are also kept in the locker. Files that do not need daily access are kept in the filing cabinet in the school resources room. Administration stationary can be found in the Ark tray in the staff room. In the office there is an Ark box that contains Handbooks and staff time sheets. Parents can send communications to this box via the office staff.

Food itself will be kept in the Ark's own fridge under safe conditions. More information can be found in the **Food Preparation** section of the *Health and Safety Policy*.

Rest Area

A quiet area will be set up within the classroom to enable children to relax, read, work on homework or take part in quiet activities. There are signs that the children can use to communicate to others how they feel and to create a safe space, such as "I'm chilling out. Please leave me alone," and "This is a quiet space. Quiet people welcome." Pillows and cuddly toys are available for those who need a little something else to help them to relax.

Toilet Facilities

For the year 2012 children will use the toilets located between Beaufort and Keats classrooms when inside. When in the playground the infant and junior toilets are used. Children will be shown which to use as part of their introduction to the club. Staff will use the school's staff toilets.

Kitchen

Neither staff nor children will have access to the school kitchen. Staff will prepare food and wash-up using appropriate utensils within the classroom. A fridge is available for storage of food, as outlined above.

Temperature Control

Heating is controlled and maintained at a constant temperature throughout the school day and this will continue until the Club has finished. The School Caretaker will be available for provide support should problems with the services arise.

Telephone

The Play Leader has been provided with a mobile phone specifically to carry out the administration of The Ark. Parents/guardians will be provided with this phone number when their child is booked into the club. The number can also be found on the notice board located in front of the school and on the Ark web page on the school website.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Safeguarding Children Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child

- Child Development (card 1.1)
- Keeping Safe (card 1.3)

EYFS Principle into Practice: Enabling Environments

- Observation and Assessment Planning (card 3.1)

Play Works Principle 8

Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.

A definition of safeguarding appears for the first time in a report by the Joint Chief Inspectors of Social Services. They took it to mean:

“All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised and where there are concerns about children and young people’s welfare, all agencies take all appropriate action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.” (Safeguarding children, 2002, Social Services Inspectorate et al)

The Ark is committed to building a ‘culture of safety’ in which the children in our care are protected from abuse and harm.

At the Ark we understand that safeguarding is about being proactive and working to prevent any harm to children. With this in mind, we want to ensure that we provide an environment where the children can learn how to risk assess and take calculated risk to extend their learning and development. The Ark will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Ark’s child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Ark’s designated Lead Practitioners (Safeguarding) are the Play Leader and the Deputy Play Leader. It is the responsibility of the Play Leader to liaise with CPO of St. Bede Primary School, Louise Fitzpatrick about any incidents of abuse and neglect. Please see Reporting Incidents and Disclosures section of this policy for further details. It is the responsibility of the Lead Practitioners (Safeguarding) to coordinate safeguarding issues and to also liaise with external agencies. (eg, Social Care, the LSCB and Ofsted).

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect a child from harm. The following are some signs associated with particular types of child abuse and neglect. These types of abuse are more often found in combination than alone.

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

Reporting Incidents and Disclosures

If abuse is suspected or disclosed

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

- Reassure the child that they were not to blame and were right to talk to them
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway.

If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that The Ark is obliged to and the incident will be logged according to our Reporting Incidents and Disclosures procedure.

Logging an incident

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, it is essential to use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to The Ark's Lead Practitioner (Safeguarding) and they will decide the best course of action. If other staff feel that the incident has not been adequately followed up, they may call Social Care themselves. Information about how to do this will be given to playworkers as well as being on site at all times for their referral.

Allegations against staff

To help prevent an incident that could be misconstrued by another staff member, child or other adults that visit the Ark, we advise our staff:

- To ensure they are never alone with one child
- To interact with children in a professional manner
- To interact with all children equally

We also insist that staff:

- Do not use personal mobile phones, phone cameras or personal cameras during an Ark session. All mobile phones should be kept in the Ark Locker or on the Ark trolley and will only be answered in an emergency. If phone needs to be answered, staff will be asked to leave the room.
- Do not encourage friends or relatives who are unknown to remain at the Ark unless otherwise authorised by the Play leader or Deputy Play Leader.
- Only DBS (formerly CRB) approved members of staff are able to use the camera. All Ark staff are DBS checked. Photographs are only printed at the Ark and only by the Play Leader or Deputy Play Leader.
- Whilst in use the camera is locked away. It is not taken off the premises, except for pre arranged outings. The camera must not be taken home by a member of staff. Before it is taken on an outing, all images on the camera are cleared and then it is returned to the Ark immediately upon return.

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

- The allegation will be recorded in the Incident Book. Any witnesses to the incident should sign and date the entry to confirm it. The Committee will be informed straight away, and they will pursue the next course of action.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the club will act upon the advice.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

Promoting awareness among staff

The club will promote awareness of child abuse issues throughout its staff training. The club will ensure that:

- Its designated Lead Practitioner has relevant experience and receives appropriate training

- Safe recruitment practices are followed for all staff
- All staff have a copy of the Safeguarding Children policy, understand its contents and are vigilant to signs of abuse and neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart. They are also aware of the Child Protection and Safeguarding Information for Staff, kept in the Ark cupboard easy reference.
- Staff are familiar with the Child Protection and Safeguarding File which is kept in the Ark drawer in the staff room.
- Ensure that staff keep their mobile phones in the cupboard and are not used during an Ark session.

Contact numbers

Hantsdirect: 0845 603 5620 or email childrens.services@hants.gov.uk.

Out of hours contact: 0845 600 4555

Hampshire Children's Services Office Winchester: 01962 869611

LADO (Local Authority Designated Officer): 01962 876364

LSCB (Hampshire Safeguarding Children's Board):

Hampshire Safeguarding Children Board Chair;

John Coughlan john.coughlan@hants.gov.uk

Hampshire Safeguarding Children Board Manager;

Debby Perriment debby.perriment@hants.gov.uk

Telephone 01962 876231

Hampshire Safeguarding Children Board Administrator;

Sam Smith samantha.smith@hants.gov.uk

Telephone 01962 876230

Lara Webster lara.webster@hants.gov.uk

Telephone 01962 876336

Ofsted: 0300 123 1231

Police: 0845 045 4545

NSPCC: 0808 800 500

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Smoking, Drugs and Alcohol

EYFS overarching legal requirement:

“When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.”

“Providers must ensure that children are in a smoke-free environment.”

“Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so”

“The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate actions when they are ill.”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare
Suitable People

EYFS Principle into Practice: A Unique Child
- Health and Well Being (card 1.4)

EYFS Principle into Practice: Enabling Environments
- The Learning Environment (card 3.3)

Smoking

Smoking is not permitted anywhere on the premises of St. Bede Primary School before, during or after the Ark. This includes the outside areas. This rule applies to everyone including staff, people collecting children or any visitors. If we discover that a child has cigarettes in their possession while at the club, we will confiscate the cigarettes and notify their parents or carers at the end of the session.

Alcohol

Any one who arrives to the Ark clearly under the influence of alcohol will be asked to leave immediately. If they are a staff member, disciplinary actions will follow.

If we discover that a child has alcohol in their possession while at the Ark, we will confiscate it and notify their parents or carers at the end of the session. Staff are asked not to bring alcohol onto the school premises.

Drugs

Any one who arrives to the Ark clearly under the influence of illegal drugs will be asked to leave immediately. If they are a staff member, disciplinary action will follow.

If we discover that a child has illegal drugs in their possession while at the Ark, we will confiscate it and notify their parents or carers at the end of the session.

If staff members are required to take prescription drugs that may affect their ability to function effectively, they must inform the Play Leader immediately. The Play Leader will then complete a risk assessment.

Safeguarding Children

All members of staff have a duty of care to inform the Play leader if they believe that a parent or carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they collect their child. The Play Leader will decide on the appropriate course of action in line with the Ark's *Safeguarding and Child Protection Policy*.

If a parent or carer is clearly over the alcohol limit, and/or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. The child's emergency contact will be called and the police and local child protection agency will be contacted if necessary. A report will be made and logged in the Incident Book.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Staff Recruitment, Induction and Training

EYFS overarching legal requirement:

'Providers must ensure that adults looking after children or having unsupervised access to them are suitable to do so.'

"Adults looking after children must have appropriate qualifications, training, skills and knowledge".

Every Child Matters Outcome: Stay Safe

EYFS Requirement: Suitable People
(Statutory Framework, pg 29, 30 and 31)

Principles into Practice: Positive Relationships - Key Person (card 2.4)

This policy applies to

1. Early Years Register (EYR)

The Ark endeavours to employ staff that will enhance our provision. We will recruit employees with the necessary demeanour for working with children, a positive attitude, and experience and where appropriate, qualifications. Where qualifications are not yet obtained, we will support our staff in their learning and provide training through the various agencies that we are in partnership with.

The Ark is committed to safeguarding children, and so we ensure that all employees provide 2 referees and that they undergo the necessary DBS (formerly CRB) checks for working with children. This will be the responsibility of the Ark Administration Manager in conjunction with the Play Leader.

Recruitment

The Ark will recruit staff from advertising where they deem necessary to obtain candidates that are suitable for the position. All advertisements must include the statements "The Ark After School Club is committed to a policy of Equal Opportunities" and "The Ark is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks".

All applicants for the job should be sent the agreed job description, general information about the Club, the Safeguarding Children Policy and the closing date for applications. They will also be asked to complete the Hampshire County Council application form (see HR Handbook). At least two selectors will agree a shortlist of applicants after comparing the applications against the selection criteria and ensuring applications are fully and properly completed. They will need to check all information is consistent and does not contain any discrepancies and any gaps in employment are identified.

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

- proof of identity, eg passport, driving licence or birth certificate
- proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of qualifications, ie the relevant certificates

- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act).

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions from the interview questions proforma (see HR Handbook). This will be completed during the interview and each answer will be scored. The interviewers will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc. All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

They will gather from the candidate no less than 2 referees. No candidates will be formally hired until their references have been checked and their DBS checks performed.

Candidates that cannot obtain a clear DBS check will not be formally employed by the Ark.

Induction

When a new member of staff joins the Ark, they will receive a Staff Handbook and a Code of Conduct (see HR Handbook). During their first few shifts at the Ark the Play Leader will discuss the practical implications of the Policy Document and Procedures with them, as laid out in the Staff Handbook. New staff members will not ever be alone with the children until CRB checks are returned clear. They will also sign the Code of Conduct and Induction checklist to confirm they have read and understood the club's policies.

As part of their induction process the Play Leader will :

- Introduce the staff to their new colleagues, the children, parents, families and school liaison.
- Show the new staff member around the premises, pointing out fire exits and referring to the evacuation procedure.
- Point out the location of the first aid kit (before, during and after a session) fire safety equipment, medication box, storage, toilets, location of records and documents.
- Show the outside area keeping safety and evacuation procedure in mind.
- Explain the day to day routines and how they fit into that routine.
- Outline their duties and responsibilities
- Inform them of the legal obligations to EYFS framework and other legal requirements.
- Explain the process for getting in contact with the Play Leader or Deputy, as well as the processes for: appraisals, training and development, booking holidays, sickness and absences, rota's etc;

Training and Development

It is the hard work and commitment of the staff at the Ark that enables us to provide the high quality care for the children. To ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the club and the Statutory Framework for the Early Years Foundation Stage, we provide staff with:

- A thorough induction process (as outlined)
- A system of appraisals and reviews
- An up to date record of staff qualifications and training schedule.

Appraisals and reviews

Appraisals will be held annually with each staff member. The appraisal will be used to reflect on the progress and challenges over the previous year and to identify current knowledge and skills as well as areas for development and training.

Reviews will be held after 4 months from commencing employment and thereafter, every 6 months to track professional development and to address any issues that may need to be raised.

It is the responsibility of the Play Leader and Deputy Play Leader to keep training up to date and relevant to the Ark and its needs.

Training

The Play Leader and Deputy Play Leader will identify and promote suitable training courses for staff so that they can expand on their professional development, and to keep their knowledge of child care and play work up to date. Staff are expected to attend training courses when requested by the Play Leader or Deputy Play Leader. A training schedule will be discussed with the Play Leader and access to any available courses is via the Services for Young Children website on Hantweb.

Staff Meetings

Staff meetings provide a forum for staff to share information, solve problems and raise work issues. They allow discussion and revision of the Ark policies and can be a source of support for the staff. A staff meeting will be held every half term, and dates will be set at the previous meeting. Minutes will be available for staff on request.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Staffing and Management

EYFS overarching legal requirements:

“Staffing arrangements must be organised to ensure safety and to meet the needs of the children.”

“Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so”

Every Child Matters Outcome: Stay Safe

EYFS Requirement: Suitable People
(Statutory Framework, pg 29-32)

Principles into Practice: Unique Child -Keeping safe 1.3

Staffing

The Ark takes care in ensuring that all staff are suitable for looking after children. The Registered Play Leader will be vetted and approved by the Disclosure and Barring Services (DBS formally Criminal Records Bureau) and by Ofsted. As this is a managerial post the Play Leader must demonstrate sufficient experience of working in a day care setting and provide evidence of appropriate qualifications.

The Deputy Play Leader will also be DBS approved and will follow an agreed training programme to achieve an NVQ level 3 qualifications in play work or children’s services.

Playworkers will also be DBS and Ofsted approved and will agree upon training as set out in our staff recruitment, induction and training policy. Play Workers are considered to be essential in making children feel safe and secure.

If student carers attend the club, they will need to be DBS approved and will never be left in sole charge.

Members of the management committee must also be DBS approved and the Secretary will keep a record of all DBS numbers and dates issued.

The Ark operates an HR policy which includes:

Recruitment & Selection

- Roles and responsibilities
- Advertising
- Selection procedures
- Interview guidance
- Employee contracts

Training and Development

- Induction programme and checklist
- Training need assessment and plans
- Appraisals

Domestic / Parental Rights

- Parental leave
- Compassionate leave

- Sickness leave

Discipline Policy

Staff Ratios

Specific legal requirements for ratios of adults to children for children aged three and over in any registered early years provision. *(as required by page 32 of the EYFS Statutory requirements document, Appendix 2)*

At any time outside the hours of 8 am and 4 pm, or between the hours of 8 am and 4 pm but where a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification (which is full and relevant, and defined by CWDC) is not working directly with the children, the following requirements apply:

- there must be at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification (as defined by CWDC);
- at least half of all other staff must hold a full and relevant level 2 qualification (as defined by CWDC)”

The Ark ensures that the minimum staff ratio of 1 member of staff to 8 children (for under 8s) is always maintained. The Play Leader carries out administrative duties outside club hours and volunteer staff and helpers, though not actively encouraged, will not be considered in the staffing ratios. The Play leader will undertake administrative duties if the ratio allows it. Two members of staff will always be present where there are children present.

If the Play Leader is absent, the Deputy Play Leader will take on leadership responsibilities and an additional Play Worker will be asked to work to maintain the staffing ratio. The Ark employs a pool of Play Workers to facilitate this arrangement. Thereafter a member of the committee will be asked to attend. If this is not possible, the club will ask parents/guardians to make alternative arrangements for their children.

Management arrangements

The Ark is run as a limited company. Any profit is returned to support the development of the provision. Should profits be surplus to the immediate requirements of the club, they will be held in reserve. The management committee is made up of volunteer parents/carers, with defined roles and responsibilities.

The management committee meets once a term and is responsible for:

- Employing and appraising staff, Play Leader and Deputy Play leader.
- Managing finances
- Discussing and approving policy and procedures
- Overseeing the management of the Ark and support for leadership staff.

The support of parents/carers is encouraged and is essential to the running of the club.

The Ark operates according to its Constitution, which is attached in the Appendix.

All staff agree a job description. Job Descriptions are given to staff when they commence employment and can also be found in the Staff Handbook.

To comply with the Children Act Regulations:

- Records of staff and committee members will remain confidential and are stored in the Staff Lockable Filing Cabinet.
- A registration procedure is in place such that contact information is held concerning all children, and attendance registers are taken at the start and end of each session. These registers will also be kept in the Ark Locker.
- Records of the names, addresses and phone numbers of staff, committee members and staff employed on the premises are maintained and stored in the Staff Lockable Filing Cabinet or Ark Locker if they are being added to frequently. Phone numbers including emergency contacts are also stored in the Ark mobile phone which is locked in the Ark Locker or held by the Play Leader. In case of emergency a copy of this information is also kept by the Administration Manager off the premises in a secure location.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Toys, Resources and Equipment Policy

EYFS overarching legal requirement:

“Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.”

Every Child Matters Outcome: Enjoying and Achieving

EYFS Requirement: Suitable premises, environment and equipment

EYFS Principle into Practice: Enabling Environment

- **The Learning Environment (card 3.3)**

EYFS Principle into Practice: Learning and Development

- **Play and Exploration (card 4.1)**
- **Areas of Learning and Development (4.4)**

The Ark will provide equipment that is safe, stimulating and suitable for the children’s use. Staff will inspect the Toys, Resources and Equipment daily as part of their daily routine. The Ark endeavours to provide a wide range of resources and toys for the children that reflect their interests and age. We want to ensure that our toys, equipment and resources also allow the children to explore all areas of their development.

Toys and Materials

The toys and materials provided by The Ark will be for its sole use and will be selected to meet the needs of all ages of children attending the club. Toys will be in good repair and will be cleaned each term on a rota system, or when required. A list of toys is retained by the Play Leader in the Planning and Resources folder.

Resources and toys that are made from washable materials will be cleaned when necessary by the Play Leader or Deputy Play Leader and recorded in the cleaning section of the H&S folder.

Outdoor Equipment

When children are using the playground and the club’s outdoor equipment staff will ensure that equipment is available and safe. Staff will only engage in activities outdoors that still allow sufficient supervision of the children.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Uncollected Children Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome Staying Safe

EYFS Requirement Safeguarding and Promoting Children’s Welfare

EYFS Principle into Practice: A Unique Child Keeping safe (card 1.3)

The Ark will ensure that all children are collected by a parent or carer at the end of each session. Parents are expected to collect their children by the end of the afternoon session, before 6pm. If a child is not collected at the end of a session, and the parent or carer has not notified us that they will be delayed, we will implement the following procedure:

Up to 5 minutes late

- If a parent or carer has not arrived to collect their child by 6pm, the Play Leader will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the club immediately. The Play Leader will then try to contact the emergency contacts listed on the child’s registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call the club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the Play Leader has been unable to contact the child’s parents, carers or emergency contacts after 30 minutes, the Play Leader will contact the local Social Care team for advice.
- The child will remain in the care of two of the club’s members of staff, on the club’s premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the club’s premises, a note will be left on the door of the club informing the child’s parent or carer where the child has been taken (eg, to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer’s telephone explaining events.

Managing persistent lateness

The Play Leader will record incidents of late collection and will discuss them with the child’s parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the club.

Useful contacts

Children’s Services (Out of Hours): 0845 600 4555 Police: 0856 045 4545

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Settling in Policy

EYFS overarching legal requirement:

“The provider must take the necessary steps to safeguard and promote the welfare of children.”

Every Child Matters Outcome: Making a Positive Contribution

EYFS Requirement: Safeguarding and Promoting Children’s Welfare (pg 23)

EYFS Principle into Practice: Positive Relationships

When children first join The Ark After School Club they will be allowed to settle in at their own pace. We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done. If necessary, parents or carers may stay with their children during the first week to help them settle in.

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The new child and their parents will be introduced to their key worker.
- The Ark’s activities, rules and routines will be explained.
- The child will be shown around the Ark and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Ark and allocated a ‘buddy’ who will assist them with finding their way around and involve them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy and involved.
- If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Safe Internet Use Policy

EYFS overarching legal requirement:

“The provider must take the necessary steps to safeguard and promote the welfare of children.”

Every Child Matters Outcome : Making a Positive Contribution

EYFS Requirement : Safeguarding and Promoting Children’s Welfare (pg 23)

EYFS Principle into Practice: Positive Relationships

The Ark After School Club recognises that the Internet is a useful resource for both staff and children, for purposes of research, homework and entertainment.

Children will only be allowed to access the Internet at the Club if their parent or carer has given written permission.

A copy of the **SMART** guidelines will be printed out and kept next to the computer. The guidelines will be explained to any children wishing to access the Internet:

- **Safe:** Keep safe by not giving out personal information – such as name, email, phone number, address, or school name – to people who you don’t trust online.
- **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
- **Accepting:** Do not accept emails or instant messages, or open files, images or texts from people you don’t know. They can contain viruses or nasty messages.
- **Reliable:** Not all the information found on the Internet is reliable and people you meet online won’t always be telling the truth.
- **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

If a child encounters something inappropriate on the Internet the Play Leader will be informed and the incident will be noted on a **Logging a concern about a child’s safety form** in the child’s file. The child’s parent will be informed.

We have put in place the following safeguards:

- Staff will supervise the use of the Internet.
- The computer has an up to date virus checker and firewall installed.
- The computer’s browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Physical Handling Policy

EYFS overarching legal requirement:

“The provider must take the necessary steps to safeguard and promote the welfare of children.”

Every Child Matters Outcome : Making a Positive Contribution

EYFS Requirement : Safeguarding and Promoting Children’s Welfare (pg 23)

EYFS Principle into Practice: Positive Relationships

All staff at The Ark aim to help children take responsibility for their own behaviour. This can be done through a combination of approaches which include:

- positive role modelling
- planning a range of interesting and challenging activities
- setting and enforcing appropriate boundaries and expectations
- providing positive feedback.

However, there are very occasional times when a child's behaviour presents particular challenges that may require physical handling. This guidance sets out expectations for the use of physical handling.

Definitions

There are three main types of physical handling:

Positive handling. The positive use of touch is a normal part of human interaction. Touch might be appropriate in a range of situations:

- giving guidance to children (such as how to hold a paintbrush, or when climbing)
- providing emotional support (such as placing an arm around a distressed child)
- physical care (such as first aid or toileting).

Staff must exercise appropriate care when using touch (there is further guidance in the *Safeguarding Children Policy*). There are some children for whom touch would be inappropriate such as those with a history of physical or sexual abuse, or those from certain cultural groups. The setting's policy is not intended to imply that staff should no longer touch children.

Physical intervention. Physical intervention can include mechanical and environmental means such as high chairs, stair gates or locked doors. These may be appropriate ways of ensuring a child's safety.

Restrictive physical intervention. This is when a member of staff uses physical force intentionally to restrict a child's movement against his or her will. In most cases this will be through the use of the adult's body rather than mechanical or environmental methods. This guidance refers mainly to the use of restrictive bodily physical intervention and is based on national guidance.

Principles for the use of restrictive physical intervention

Restrictive physical handling should be used in the context of positive behaviour management approaches.

In our setting, we would only use restrictive physical intervention in extreme circumstances. It is not our preferred way of managing children's behaviour. In our setting we recognise that physical intervention should only be used in the context of a well established and well implemented positive framework. In our setting, we promote positive behaviour as is described in our behaviour management policy.

Our setting aims to do all it can in order to avoid using restrictive physical intervention. However there are clearly rare situations of such extreme danger that create an immediate need for the use of restrictive physical intervention. Restrictive physical intervention in these circumstances can be used with other strategies such as saying "stop".

In our setting, restrictive physical intervention will only be used when staff believe its use is in the child's best interests: their needs are paramount.

In our setting, all staff have a duty of care towards the children. When children are in danger of hurting themselves, others or of causing significant damage to property, staff have a responsibility- to intervene. In most cases, this involves an attempt to divert the child to another activity or a simple instruction to "stop!" However, if it is judged as necessary, staff may use restrictive physical intervention.

In our setting, when physical intervention is used, it is used within the principle of reasonable minimal force. This means using an amount of force in proportion to the circumstances. Staff will use as little restrictive force as necessary in order to maintain safety. Staff will use this for as short a period as possible.

Physical intervention can be used when:-

- someone is injuring themselves or others
- someone is damaging property
- there is suspicion that, although injury, damage or other crime has not yet happened, it is about to happen.

Duty of care means that staff might also use restrictive physical intervention if a child is trying to leave the setting and it is judged that the child would be at risk. However, other positive measures, such as securing the setting and ensuring adequate staffing levels are also used. This duty of care is also extended to trips.

In our setting, staff would firstly issue an instruction to stop, seek help, or make the area safe, consistent with their duty of care, before using restrictive physical intervention.

Our aim in using restrictive physical intervention is to restore safety, both for the child and those around him or her. Restrictive physical intervention is never used out of anger, as a punishment or as an alternative to measures which are less intrusive and which staff judge would be effective.

Who can use restrictive physical intervention?

In our setting it is recommended that a member of staff who knows the child well is involved in a restrictive physical intervention. This person is most likely to be able to use other methods to support the child and keep them safe without using physical intervention. In an emergency, anyone can use restrictive physical intervention as long as it is consistent with our setting's policy.

Where individual children's behaviour means that they are likely to require restrictive physical intervention, staff will identify members who are most appropriate to be involved. We will ensure that staff have received appropriate training and support in behaviour management as well as physical intervention. Staff and children's physical and emotional health is considered when such plans are made.

What type of restrictive physical intervention can and cannot be used?

Any use of physical intervention in our setting will be consistent with the principle of reasonable minimal force. Where it is judged that restrictive physical intervention is necessary, staff will:

- aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind (to reduce the risk of allegations of sexual misconduct)
- aim for no gap between the adult's and child's body, where they are side by side. This minimises the risk of impact and damage.
- aim to keep the adult's back as straight as possible.
- beware in particular of head positioning, to avoid head butts from the child.
- hold children by "long" bones, i.e. avoid grasping at joints where pain and damage are most likely
- ensure that there is no restriction to the child's ability to breathe. In particular, this means avoiding holding a child around the chest cavity or stomach.
- avoid lifting children.

In our setting, staff do not use seclusion (which is where children are forced to spend time alone in a locked room). Restrictive physical intervention is not used to bring children to, or hold them in, time-out.

Staff in our setting have received specific training in the use of restrictive physical intervention and appropriate refresher training. This training is accredited through the national accreditation system set up by BILD (British Institute of Learning Disabilities).

Planning

In an emergency, staff do their best within their duty of care and using reasonable minimal force. After an emergency the situation is reviewed and plans for an appropriate future response are made. This will be based on a risk assessment which considers:

- what the risks are
- who is at risk and how
- what can be done to manage the risk

A risk assessment is used to help write the individual behaviour plan that is developed to support a child. If this behaviour plan includes restrictive physical intervention it will be just one part of a whole approach to supporting a child's behaviour. The behaviour plan should outline:

- an understanding of what the child is trying to achieve or communicate through their behaviour
- how the environment can be adapted to better meet the child's needs
- how the child can be taught and encouraged to use new, more appropriate behaviours
- how the child can be rewarded when he or she makes progress
- how staff respond when the child's behaviour is challenging (responsive strategies).

In our setting, staff pay particular attention to responsive strategies and use a range of approaches such as humour, distraction, relocation, and offering choices which are direct alternatives to using restrictive physical intervention. Responsive strategies are chosen in the light of a risk assessment, which considers:

- the risks presented by the child's behaviour
- the potential targets of such risks
- preventive and responsive strategies to manage these risks

Our setting will draw from as many different viewpoints as possible when it is known that an individual child's behaviour is likely to require some form of restrictive physical intervention. In particular, the child's parents/carers will be involved with staff from the setting who work with the child and any visiting support staff (such as Area SENCOs, Educational Psychologists, Portage Plus workers, the Behaviour Support Team, Speech and Language Therapists and Social Workers). The outcome from these planning meetings will be recorded and signature will be sought from the parent/carer to confirm their knowledge of the planned approach. These plans will be reviewed at least once every four to six months, or more frequently if there are major changes to the child's circumstances.

Recording and reporting

In our setting, it is important that any use of restrictive physical intervention is recorded in the Incident Book. The records will show: who was involved (child and staff, including observers); the reasons physical intervention was considered appropriate; how the child was held, when it happened (date and time) and for how long; any injuries or subsequent distress, and what was done in relation to this. This should be done as soon as possible and within 24 hours of the incident. According to the nature of the incident, the incident should be noted in other records, such as the accident book.

After using restrictive physical intervention, our setting will inform the parents by phone (or by letter or note home with the child if this is not possible). Parents should be given a copy of the record form. The head of the setting and the local authority (where required) should also be informed.

Supporting and reviewing

In our setting, we are aware that it is distressing to be involved in a restrictive physical intervention, whether as the person doing the holding, the child being held, or someone observing or hearing about what has happened. After a restrictive physical intervention, support is given to the child so that they can understand why they were held. A record is kept about how the child felt about this where this is possible. Where appropriate, staff may have the same sort of conversations with other children who observed what happened. In all cases, staff will wait until the child has calmed down enough to be able to talk productively and understand this conversation. If necessary, an independent member of staff will check for injury and provide appropriate first aid.

Support is given to the adults who were involved, either actively or as observers. The adults will be given the chance to talk through what has happened with the most appropriate person from the staff team.

A key aim of after-incident support is to repair any potential strain to the relationship between the child and the adult that restrained him or her. After a restrictive physical intervention, staff consider reviewing the individual behaviour plan so that the risk of needing to use restrictive physical intervention again is reduced.

Monitoring

The policy is reviewed at least every two years and more often if needed. Monitoring the use of restrictive physical intervention will help identify trends and therefore help develop the setting's ability to meet the needs of children without using restrictive physical intervention.

Complaints

Where anyone (child, carer, staff member or visitor) has a concern, this should be dealt with through the setting's usual complaints procedure.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

Special educational needs/disability policy

EYFS overarching legal requirement:

“All providers must have and implement an effective policy about ensuring equality of opportunities and for supporting children with learning difficulties and disabilities.

All providers in receipt of Government funding must have regard to the SEN Code of Practice.”

“The provider must take the necessary steps to safeguard and promote the welfare of children”

“Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.”

Every Child Matters Outcome: Make a Positive contribution

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework, pg 25)

EYFS Principles into Practice: A Unique Child
- Inclusive Practice (Card 1.2)

EYFS Principles into Practice: Positive Relationships
- Respecting Each Other (card 2.1)

Play Works Principles:

2. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
6. The role of the play worker is to support all children and young people in the creation of a space in which they can play.

Statement of intent

We provide an environment in which all children are supported to reach their full potential.

Aims

- We have regard for the DfES Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide Playworkers to help support parents and children with special educational needs (SEN)/disabilities.
- We work closely with the school and their SENCO to identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We will have access to IEP’s where appropriate and continue and support any programs and strategies that have been put in place by the school to assist a child.

- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

Methods

- We designate a member of staff to be Special Educational Needs Co-ordinator (SENCO). Our SENCO is the Deputy Play Leader Jessica Goodlake.
- We have a set procedure showing how we provide for children with SEN/disabilities.
- We liaise closely with the school SENCO and have access to the children's IEP where applicable.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.
- We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We provide a differentiated curriculum to meet individual needs and abilities.
- With support from the school we use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with SEN/disabilities. We ensure that children with SEN/disabilities are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for children with SEN/disabilities.
- We endeavour to provide resources (human and financial) to implement our SEN/disability policy.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

If the staff require additional information and training to support a child in its care with additional needs it will take advice from Hampshire County Council's Area Inclusion Coordinator, who can be contacted on 023 8065 0034. They will work with us both to

create an appropriate staff development programme and to assess the suitability of the facilities and activities we provide. They also offer regular SENCO support meetings.

This policy was adopted by The Ark After School Club	Date:
To be reviewed:	Signed:

The Ark's Constitution

1. The out of school club located at St Bede C of E Primary School, Winchester will be called The Ark.
2. The objectives of The Ark are:
 - To offer, after school care for children aged 4 – 11 years
 - To create a safe and secure environment for children, with a relaxed and homely atmosphere.
 - To attract attendance from St Bede C of E Primary School and other local schools.
3. Any surplus money generated will be used to improve or expand the services offered. There will be no distribution to members beyond reimbursement of justifiable expenses.
4. The committee will consist of a minimum of five parents or guardians, from whom a (voting) Chairperson and secretary will be nominated. Head teachers from the above schools, or their individual nominee will be invited to join the committee. The committee will also appoint a Treasurer.
5. The committee will sit not less than three times per year.
6. Minimum attendance for the meeting to be recognised is four committee members.
7. The committee is specifically charged to take such actions as will benefit The Ark and its parents of registered children. It is empowered to manage The Ark activities and accounts appointing staff as appropriate.
8. There will be one annual meeting when all parents of registered children will be invited. The Ark accounts will be presented, activities discussed and parents of registered children will be invited to contribute.
9. The Committee is empowered to organise such fund raising activities as it may deem appropriate from time to time. No trading or routinely scheduled fund raising activities will be organised, without referral to the parents of registered children.
10. Two signatures will be required on any cheques, the Treasurer, The Ark Play Leader, The Chairperson and/or The Ark Secretary.
11. Accounts will be prepared annually to the end of March and presented by the Treasurer to the committee by the end of July each year.
12. The Treasurer is specifically charged that should the financial balances fall below £2,500 they will immediately call a committee meeting and invite the local council Childcare Development Officer to attend.
13. Changes in Constitution will be adopted only by a vote either postal or at an open meeting when all parents of registered children must be given two weeks notice and the opportunity to vote.

14. Should circumstances warrant closure of The Ark, the local council Childcare Development Officer will be informed and an extraordinary General meeting will be called, when the Committee will explain the circumstances and look for solutions to any difficulties before making the final decision.
15. In the event of any surpluses remaining after closure, they will be distributed to another, local Out of School Club, within twelve months, subject to their being no liabilities outstanding.