The Village Out of School
Policies and Procedures 2026 - 2027

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Administering Medication Policy

If a child attending The Village Out of School Club requires medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the Club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate.

If children carry their own medication (eg asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Prescription medication

The Village Out of School Club staff must only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non prescription medication. Non-prescription medicine does not require a GP prescription before The Village Out of School Club can administer.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Club has received written consent
- Take steps to check when the last dosage was given
- Ask another member of staff to witness that the correct dosage is given

When the medication has been administered, the designated person must:

- Record all relevant details on the Medication Log
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Medication Log.

Specialist training

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Changes to medication

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency) and the Medication Log must be updated.

Long term conditions

If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Health [3.59 – 3.62]

Admissions and Fees Policy

The Village Out of School Club is registered with Ofsted; our registration number is EY2659039. We provide care for children between the ages of 4 and 11 years, primarily serving the children of Holy Trinity Primary School.

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

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Holy Trinity Primary School
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

Registration

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

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
- Behaviour Management policy
- Complaints policy
- Club Handbook

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

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

- Permanent place:
  Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.
- Temporary booking:
  We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at:

Morning - £8.00/Sibling £7.00

After-School 15:15pm – 16:15pm £6.50/Sibling £5.50

After-School 15:15pm – 18:00pm £9.50/Sibling £8.50

Holiday Club:

Full Day 08:30am – 17:30pm £35/Sibling £33

Morning 08:30am – 12:30am £19/Sibling £17

Afternoon 13:00pm – 17:30pm £19/Sibling £17

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of Universal Credit. We are also registered to the Tax-Free Childcare scheme.

- Fees are payable monthly in advance
- Fees can be paid by electronic transfer, childcare vouchers, or tax free childcare
- There is a charge of £30 for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.
If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.
Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.
If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Refunds and Cancellation

For details of our refunds and cancellation policy please read our terms and conditions for more information on ensuring compliance with consumer law regarding refunds please see our OOSA Legal Pack

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and Record Keeping [3.98], Information for Parents and Carers [3.99]

Aggressive Behaviour Policy

The Village Out of School Club does not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and for the staff who work here.

Unacceptable behaviour

Unacceptable behaviour includes, but is not limited to, the following:

- Shouting at members of staff, whether in person or over the telephone
- Threatening, abusive or intimidating online communications, including email and social media communication
- Physically intimidating a member of staff, eg standing too close or blocking their exit
- Using aggressive or abusive hand gestures, eg shaking a fist towards another person
- Any other threatening behaviour, both physical and verbal
- Swearing
- Physical violence: pushing, hitting, slapping, punching or kicking
- Spitting
- Racist or sexist or otherwise abusive comments.

At The Village Out of School Club we do not tolerate such behaviour whether it is directed at the staff or at any of the children in our care.

Procedure

If a parent, carer or member of the public behaves in an unacceptable way towards a member of staff or a child attending the Club, we will take the following steps:

1. In order to ensure the safety of the children and to limit possible distress, we will remove them from the vicinity of the incident.
2. The manager or senior member of staff will seek to resolve the situation through calm discussion using the quiet room.
3. If the individual wishes to make a complaint we will encourage them to follow the Club's
1. Complaints procedure, or to complain directly to Ofsted if they so choose.
2. If the individual continues to behave in an aggressive and intimidating manner, we will insist that they calm down or leave the premises immediately.
3. If the individual refuses to calm down or leave the premises, the manager will contact the police without delay.

When the immediate incident has been resolved, the manager and staff will reflect on the incident, and decide whether it is appropriate to ban the individual from the premises for a period of time. The decision will take into account both the seriousness of the incident and whether the individual has behaved aggressively before.
When the incident has not been conducted face to face, such as in email correspondence, the manager or staff member will seek to resolve the matter through correspondence and invite the individual to discuss in person, if appropriate and safe to do so. The manager will then continue with steps 3 and 4 onwards of the process outlined above.
If we decide that a ban is appropriate, we will write to the individual concerned to inform them of the reasons for the ban and its duration.

Related policies

See also: Equalities policy, Complaints policy, Safeguarding policy.

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: Introduction [3.1, 3.2, 3.3], Safeguarding policies and procedures [3.4-3.6], Organising premises for confidentiality and safeguarding [3.89].

Anti-Bullying Policy

The Village Out of School Club provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying 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 informed, and then discussed with the manager. An account of the incident will be recorded in an Incident log. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Staff at The Village Out of School Club are trained and supported to understand and support children's behaviour in an appropriate way and recognise when children's behaviour may be a sign that something isn't quite right.

What is bullying?

The Village Out of School Club 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. Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log. (See our Equalities Policy for more information on how we deal with and challenge discriminatory behaviour.)

Preventing bullying behaviour

Staff at The Village Out of School Club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

The Village Out of School Club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. When such incidents occur, the Club will follow the procedure outlined below:

- 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 bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the manager.
- 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
- If the bullying persists, the parents will be informed, and we will work with them to try to resolve the issues.
- If this fails to stop the bullying, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident Log. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.
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Related policies

Equalities policy, Suspensions and Exclusions policy

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.74-3.76] and Safeguarding Training [3.31].

We expect parents/carers to contact us promptly and let us know if the child is not attending. A reason for the child absence will be requested.

Arrivals, Departures and Attendance

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

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

In the event that a child does not attend as expected we will contact parents/carers in a timely manner, normally within an hour of their expected arrival. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form.

If we are still unable to contact anyone, we will implement our safeguarding procedures. These may include sending a member of staff to the registered address for the child, contacting the local police and ask them to undertake a welfare check at the registered address and contacting children's services to report out concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, staff will use their professional judgement when deciding if their absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. If we have concerns we will make a referral to local children's social care and may also ask the police to undertake a welfare check.

The Village Out of School Club makes clear to all staff, parents and partner organisations our expectations for reporting child absences and the actions we will take if a child is absent without notification or for a prolonged period of time.

We expect parents/carers to contact us promptly and let us know if the child is not attending. A reason for the child absence will be requested.

This policy is to be read in conjunction with our Safeguarding policy.

Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- We have risk assessed the route used to escort children to the Club and review it regularly.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
- All children meet in the school hall after school
- Members of staff will escort the children from school to the Club.
- If a child is booked into the Club but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and ask the school to implement its Missing Child policy.

Arrivals

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

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.

- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the Uncollected Children policy will be followed.
- Children over the age of eight will only be allowed to leave the Club alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave the Club unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents and the school the manager will contact the police.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Child Absences [3.11 – 3.12], Organising premises for confidentiality and safeguarding [3.89] Information and Record Keeping [3.95].

Child Induction Policy

When children first join The Village Out of 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.
- EYFS children and their parents will be introduced to their key workers.
- The Club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club and allocated a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

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

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Information and Record Keeping [3.95], Information for Parents and Carers [3.100], Organising premises for confidentiality and safeguarding [3.89]

Children's Behaviour Policy

The Village Out of School Club recognises our responsibility to support, understand and managing chidlren's behaviour in an appropriate way. The Village Out of School Club uses effective behaviour management strategies to promote the welfare, enjoyment and safety of children attending the Club.

Working in partnership with parents, we aim to support children's behaviour using clear, consistent and positive strategies, and with adults modelling positive behaviour. We recognise that supporting behaviour isn't a universal approach and that we must develop strategies of support appropriate to each child, whilst balancing and maintaining the safety and enjoyment of all children who attend.

Whilst at The Village Out of School Club we will support children to:

- Use socially acceptable behaviour
- Understand and comply with the Club rules, which are created and agreed by the children themselves
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence through self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club.

Encouraging positive behaviour

At The Village Out of School Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending the Club.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour and work to support the child and make any necessary changes where possible to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Unacceptable behaviour will be addressed in a calm, clear and positive manner.
- In the first instance, staff will remind the child that their behaviour is not acceptable
- Staff will engage in a private discussion with the child about why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them and reflect on the environment, set up and suitability of play opportunities
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will seek support wherever necessary from the child's class teacher or other professional known to the family
- No staff member will ever threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).

- Staff will always promote the dignity of, and respect for, the child in handling behaviour incidences If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour that poses a risk to themselves, staff or other children or property, the Club may decide to exclude the child in accordance with our Suspensions and Exclusions policy. The reasons and processes involved will be clearly explained to the child wherever appropriate and in line with the parent's wishes

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified, and an Incident record will be completed. The incident will be discussed with the parent or carer on the same day, or as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police.

All serious incidents will be recorded on an Incident record and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

Corporal punishment

Corporal punishment or the threat of corporal punishment will never be used at the Club.

We will take all reasonable steps to ensure that no child who attends our Club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026):

Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.74] and Safeguarding Training [3.31].

Childrens Health Policy 2026

At The Village Out of School Club we will promote the good health, including oral health of the children that we look after. We will deal promptly and effectively with any illnesses, accidents or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe by taking appropriate action if children are ill or infectious. This keeps children and staff safe from communicable diseases.

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

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

The Village Out of School Club cannot accept children who are ill or infectious. 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 or infectious should not return to the Club until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First aid

The Club's Paediatric First Aid trained staff's names and certificates are displayed within the club at all times. These members of staff have a current paediatric first aid certificate and have attended a 12 hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. This training will be renewed every three years.

To ensure that there is a qualified paediatric first aider present and available at all times we will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident. Other staff who do not hold Paediatric First Aid 12 hour training will be available to ensure timely and effective first aid response to any incident requiring attention.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the Club. The designated First Aider and manager regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate.

Allergy Management and Benedict's Law

The Village Out of School Club is committed to providing a safe environment for all children with allergies and medical conditions. We will work in partnership with parents/carers to ensure that every child with a known allergy or medical condition has an up-to-date individual healthcare or allergy plan, detailing their condition, symptoms, medication, emergency treatment and any dietary requirements.

We will obtain allergy and dietary information before a child starts attending the setting and will review this information regularly, or whenever a child's needs change. All staff will be made aware of children's allergies and medical needs, and food preparation, snack and meal routines will be managed to minimise the risk of accidental exposure to allergens.

All staff will receive appropriate training to recognise the signs and symptoms of an allergic reaction, including anaphylaxis, and will know how to respond promptly in an emergency. Where a child has been prescribed an adrenaline auto-injector (AAI), parents/carers must provide the prescribed device(s), which will be stored safely, remain readily accessible at all times, and accompany the child whenever they are in our care. Staff will administer prescribed emergency medication where necessary and in accordance with the child's healthcare plan or from the advice from emergency services.

From September 2026, schools have additional responsibilities for supporting pupils with medical conditions under legislation commonly referred to as Benedict's Law. As an independent childcare provider (PVI), we will continue to meet all of our existing responsibilities under the Early Years Foundation Stage (EYFS) and the Childcare Register. Where our provision is delivered on behalf of, or in partnership with, a school, we will work collaboratively with the school to ensure clear arrangements are in place for supporting children with allergies and medical conditions, including agreeing emergency procedures where appropriate. Where our provision is an inhouse school based provision, operated by the School, our usual policies and procedures apply to our wrap around.

We review our allergy management procedures yearly or when a need arises to reflect current legislation, guidance and best practice, ensuring that children's health, safety and wellbeing remain our priority.

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 session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

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

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

Infection Control

Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that children are especially susceptible to. We will ensure access to soap, warm water and paper towels are available at all times. In the case where this is not possible, alcohol hand gel can be used on hands that are not visibly dirty. All children will be reminded to clean their hands after using the toilet, before eating and handling food and at other times necessary (such as messy activities or if animals are present). Our setting is cleaned regularly and to a set schedule. We will take advice of the UKHSA health protection team should any outbreak of infection at our setting be noted.

Out of School Club follows the advice set out in the UK Government guidance 'Health Protection in Children and Young People settings' on the prevention of infection, including Covid-19.

Communicable diseases and conditions

If a case of head lice is found at the Club, 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 Club's premises, we will inform parents and carers as soon as possible.

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

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

Useful contacts

Health Protection Unit: [insert number of your local HPU] Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Paediatric First Aid, (3.37-3.40) Health (3.59, 3.62), Safety and suitability of premises environment and equipment (3.78, 3.79),

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	At least 5 days from onset of rash and until all blisters have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Covid-19 and other respiratory infections	Should not attend if displaying a high temperature and are unwell. Those who test positive for Covid-19 should not attend the setting for 3 days after the day of the test
Diphtheria*	Exclusion always essential; consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Flu (influenza) or similar	Until recovered
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	None

Head Lice	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash and well enough
Meningitis*	Until recovered
Mumps*	5 days from onset of swollen glands
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease/Parvovirus	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
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.

Complaints Policy

At The Village Out of School Club we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy is displayed on the premises at all times. Records of all complaints are kept for at least three years.

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

Stage one

Complaints about aspects of Club activity:

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

Complaints about an individual staff member:

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

Stage two

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

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and including how it relates to our fulfilment of our statutory duties under EYFS and notify the complainant of the outcome within 28 days of receipt of the written complaint.
- 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, if applicable.
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis.

If child protection or wider safeguarding issues are raised, the manager will refer the situation to the Club's Designated Safeguarding Lead, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the manager will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about The Village Out of School Club at any time if they believe that we are not meeting the requirements of our registration. Ofsted will consider and investigate all complaints. Ofsted's email address is: enquiries@ofsted.gov.uk

Telephone: 0300 123 1231 (general enquiries)

0300 123 4666 (complaints)

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Health [3.59 – 3.62]

Dangerous Plants Policy

The Village Out of School Club recognises that many plants are poisonous if eaten or capable of causing allergic reactions if handled. Accordingly, no plants on the list of the dangerous plants shown below are allowed on the premises without first conducting a risk assessment to review the degree of risk posed to the children.

The outside play area at the Club has also been checked for the dangerous plants listed below. Where a potentially dangerous plant exists and we are unable to remove it, we have conducted a risk assessment which takes into account:

- the ages and maturity of the children
- the degree of supervision required
- whether we need to restrict access to affected areas
- how children with allergies might be affected.

The following is a list of the most commonly found plants that staff should be aware of as posing a possible hazard. Note that this list is not fully comprehensive.

Common name	Latin name	Harmful
Indoor Plants		
Angels' Trumpets	(Brugmansia or Datura)	E
German Primula	(Primula Obconica)	T
Lantana	(Lantana)	E/T
Leopard Lily	(Dieffenbachia)	E/T
Oleander	(Nerium Oleander)	E
Rosy Periwinkle	(Catharanthus Roseus)	E
Umbrella Tree	(Schefflera)	T
Bulbs eg Daffodils & Hyacinths	(Narcissus) (Hyacinthus)	E/T
Cut flowers eg Daffodils, Monkshood, Mistletoe	(Narcissus) (Aconitum) (Viscum Album)	E/T
Garden Plants		
Autumn Crocus	(Colchicum Autumnale)	E
Castor Oil Plant	(Ricinus Communis)	E/T
Foxglove	(Digitalis Purpurea)	E
Freemontodendron	(Fremontodendron)	T
Ivy	(Hedera Helix)	E/T
Laburnum	(Laburnum Anagyroides)	E
Leyland Cypress	(X Cupressocyparis)	T
Lily-of-the-Valley	(Convallaria Majalis)	E
Lupins	(Lupinus)	E
Mezereon	(Daphne Mezereum)	E/T
Monkshood	(Aconitum Napellus)	E/T
Pokeweed	(Phytolacca)	E/T
Rue	(Ruta Graveolens)	T
Spurge	(Euphorbia)	E/T
Yew	(Taxus Baccata)	E
Wild and native plants		
Black Bryony	(Tamus Communis)	E
Black Nightshade	(Solamum Nigrum)	E
Cherry Laurel	(Prunus Laurocerasus)	E
Deadly Nightshade	(Atropa Belladonna)	E
Giant Hogweed	(Heracleum Mantegazzianum)	T
Hemlock	(Conium Maculatum)	E
Hemlock Water Dropwort	(Oenanthe Crocata)	E
Horse Chestnut	(Aesculus Hippocastanum)	E
Lords-and-Ladies	(Arum Maculatum)	E
Mistletoe	(Viscum Album)	E
Snowberry	(Symphoricarpos Albus)	E
Wild Privet	(Ligustrum Vulgare)	E
Woody Nightshade	(Solanum Dulcamara)	E

Key: E = Harmful if eaten, T = Harmful if touched

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises environment and equipment (3.80, 3.81)

Data Protection Complaints Policy & Procedure

In order to comply with our obligations under the UK GDPR and DUAA, and in order to deliver a high level of service to our families, this procedure explains how The Village Out of School Club receives, investigates, responds to and records complaints relating to the processing of personal data in compliance with the UK GDPR, Data Protection Act 2018 and the Data (Use and Access) Act 2025 (DUAA). This procedure applies to any complaint from an individual who believes that the organisation has not complied with data protection law in relation to their personal data. Examples include complaints about:

- The use or disclosure of personal data.
- The handling of a Subject Access Request (SAR).
- Data retention practices.
- Marketing communications.
- Data accuracy.
- Security incidents or data breaches.
- Failure to uphold an individual's data protection rights.

How Complaints May Be Received

Individuals may submit a data protection complaint through any reasonable channel, including:

- Email
- Website contact form
- Post
- Telephone
- In person
- Via an authorised representative

Staff recognise that a complaint does not need to mention "GDPR", "DUAA" or "data protection law" to qualify as a data protection complaint.

Roles and Responsibilities

All staff members who receive a data protection complaint must:

1. Record the complaint immediately.
2. Forward it to the Data Protection Lead within one working day.
3. Preserve any relevant records.

Data Protection Lead

The Data Protection Lead is responsible for:

- Logging complaints.
- Acknowledging complaints.
- Conducting or overseeing investigations.
- Coordinating responses.
- Maintaining complaint records.
- Identifying lessons learned and corrective actions.

Complaint Handling Procedure

Stage 1: Receipt and Logging

Upon receipt of a complaint:

- Record the date received.

- Allocate a complaint reference number.
- Log the complaint in the Data Protection Complaints Register.

Stage 2: Acknowledgement

The organisation will acknowledge receipt of the complaint within 30 calendar days of receiving it. The 30 days start the day after we receive the complaint. It doesn't matter if this day falls on a weekend or a public holiday. The 30 days still start on this day. If the last day to acknowledge the complaint falls on a weekend or public holiday, we have until the next working day to provide an acknowledgement. We can acknowledge sooner, before the 30 days expire. The acknowledgement will:

- Confirm receipt.
- Provide a complaint reference number.
- Explain the investigation process.
- Provide contact details for further enquiries.

The 30 day period applies to acknowledging the complaint. There is no fixed legal deadline for our substantive response: once we have acknowledged the complaint, we will investigate and provide our outcome without undue delay. We are not required to commit to a specific date for our final response.

We will:

- Check the content of the complaint relates to the correct company and is potentially a relevant issue.
- Verify the complainant's identity. If we have any doubts about the complainant's identity, we may need to ask them for proof of ID before we respond. We will make sure we ask for it at the earliest opportunity. If we have sufficient information to be satisfied about the requester's identity, we will not request more information.
- Ensure that we have enough information to fully investigate and respond.
- Not make assumptions about what we think the issue is about.
- Ask for more information if needed.

Stage 3: Investigation

The organisation will begin investigating the complaint without undue delay. The investigation may include:

- Reviewing relevant records and systems.
- Interviewing relevant staff.
- Consulting processors or third parties where necessary.
- Reviewing policies and procedures.
- Assessing compliance with applicable legislation.

The extent of the investigation will be proportionate to the nature, complexity and potential impact of the complaint.

Stage 4: Progress Updates

Where the investigation cannot be concluded promptly, the complainant will be kept informed of progress without undue delay. We will provide updates at regular intervals until the matter is resolved, normally at least every 30 days, and we will send an update even if there is little to report.

Stage 5: Outcome

Once the investigation is complete, we will provide a written outcome without undue delay. The response will include:

- A summary of the complaint.
- The findings of the investigation.
- Any corrective action taken or proposed.
- Any explanation where the complaint is not upheld.
- Information about the individual's right to complain to the Information Commissioner's Office (ICO).

Right to Escalate

If the complainant remains dissatisfied, they may complain to the Information Commissioner's Office (ICO).

Website: www.ico.org.uk

Telephone: 0303 123 1113

The organisation will provide ICO contact details in all final complaint responses.

Record Keeping

The Data Protection Complaints Register must record:

- Complaint reference number.
- Date received.
- Date acknowledged.
- Nature of complaint.
- Investigation actions undertaken.
- Outcome.
- Date closed.
- Any lessons learned or corrective actions.

Complaint records will be retained for six years from closure unless a longer retention period is required by law.

This procedure will be reviewed annually or sooner if legislation, ICO guidance or organisational practices change.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Data Protection Policy

At The Village Out of School Club we respect the privacy of the children attending the Club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Out of School Club can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Nichola Gittens (also referred to in this policy as the Data Protection Lead). The lead person ensures that The Village Out of School Club meets the requirements of the UK GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the Club we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Club staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and the manager.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely on a password protected computer
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.
Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Our lawful basis for processing your own information as a parent, such as contact and booking details, is the performance of our contract with you. As the child is not a party to that contract, we also rely on our legal obligations (for example the records we must keep under our Ofsted registration and safeguarding duties) and, in an emergency, the vital interests of the child. Where we process a child's health or medical information, this is special category data; we rely on explicit
consent together with the condition of providing health or social care, and we keep an Appropriate Policy Document as required by the Data Protection Act 2018. Once a child leaves our care we retain only the data required by statutory legislation, insurance requirements and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised

bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will 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. Where we share relevant information where there are safeguarding concerns, we will do so in line with Government guidance 'Information Sharing Advice for Safeguarding Practitioners' (www.gov.uk) Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to take online bookings, and to manage
our payroll and accounts. Any such third parties comply with the strict data protection regulations of the UK GDPR.

Subject access requests

4. Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
5. Staff and volunteers can ask to see any information that we keep about them.
6. We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
7. If our information is found to be incorrect or out of date, we will update it promptly.
8. Parents/carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care we have to keep some data for specific periods so won't be able to delete all data immediately.
9. Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment we have to keep some data for specific periods so won't be able to delete all data immediately.
10. If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they have the right to complain to us directly in the first instance. Please see our separate Data Protection Complaints Policy. If they remain dissatisfied after complaining to us, they can then complain to the Information Commissioner's Office (ICO).

Data protection law

We comply with the requirements of the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, regarding obtaining, storing and using personal data.

Data protection complaints

If you are unhappy with how we have handled your personal data, including how we have kept it secure or how we have responded to a subject access request, you have the right to complain to us directly in the first instance. We explain how to do this, and how we will handle your complaint, in our separate Data Protection Complaints Policy. In summary, we will acknowledge your complaint within 30 days and provide our outcome without undue delay.
If you remain dissatisfied after complaining to us, you can complain to the Information Commissioner's Office (ICO). Website: www.ico.org.uk. Telephone: 0303 123 1113.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and Record Keeping [3.92-3.95]

Emergency Evacuation/Closure Procedure

The Village Out of School Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.
Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- 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. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is kept off site).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its Uncollected Child procedure.

If the Club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Email: enquiries@ofsted.gov.uk
Telephone: 0300 123 1231

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises environment and equipment (3.80, 3.81)

Environmental Policy

The Village Out of School Club is committed to the protection of the environment through reducing, pollution, emissions and waste.

As part of the induction process, and through staff meetings and training, our staff will be informed about reducing the use of raw materials, supplies and energy.

We raise the children's awareness of environmental issues through discussions, projects and day-to-day activities within the club.
Children and staff follow the Club's 'eco code':

11. We re-use and recycle our waste material, and the recycling bins are easily accessible to staff and children.
12. We switch off lights when not in use and fit the lights with energy saving bulbs where possible.
13. We turn off electrical equipment at the power source when not in use.
14. We turn off taps after use and do not waste water.
15. We do not drop litter.
16. We plan our outings to minimise vehicle use and use public transport whenever possible.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Equalities Policy

At The Village Out of School Club we will take all reasonable measures to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.
To achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

17. 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.
18. Not discriminate against children on the grounds of disability, sexual orientation class, family status, HIV/Aids status or other protected characteristic.
19. Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
20. Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
21. Ensure that its services are available to all parents/carers and children in the local community.
22. Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
23. Work to fulfil all the legal requirements of the Equality Act 2010.
24. We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

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

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

Promoting equal opportunities
The Club's Equal Opportunities Named Coordinator (ENCO) is Nichola Gittens. The ENCO is responsible for ensuring that:

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

Children with additional needs
Our Club recognises that some children have additional needs or disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club, and will make reasonable

adjustments including additional adult support where possible and reasonable, to ensure that children can access our services and are made to feel welcome.

Special Educational Needs Coordinator

The Club's Special Educational Needs Coordinator (SENCO) is Emma Curran. The SENCO/INCO will:

- Manage the provision for children with additional needs or disabilities.
- Access and disseminate training in the care and support for those children who need it.

All members of staff will assist the SENCO/INCO in supporting for children with additional needs or disabilities in line with their support plan.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: SEND [3.77], Information for parents and carers [3.100].

Early Years Foundation Stage Policy

The Village Out of School Club is committed meeting the requirements of the Statutory Framework for the Early Years Foundation Stage 2026 (EYFS). 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.

As an out of school provider for school aged children, we are exempt within the EYFS from specific provision for children's learning and development and assessment requirements as other providers are required to do. This is in recognition that children in this age group attend a primary education provider (usually school reception class) and we will work with the child's parents and other providers as set out below in order to ensure that children's needs are met (EYFS, 2026, Page 7)

The designated EYFS coordinator at the Club is Nichola Gittens 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
- 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
- Liaising with the primary EYFS provider to discuss what support the Club offers to EYFS children

The Club provides a mix of adult-led and child-initiated activities. The Club follows the playwork 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** with teaching and support from adult**s:** 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.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Before/after school care and holiday provision [3.58] and Safeguarding and Welfare Requirements: Information for Parents and Carers [3.100] and The Learning and development requirements, Page 9

Fire Safety and Fire Risk Assessment

The Village Out of School Club understands the importance of fire safety. To this end:

25. Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
26. Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
27. Fire drills are conducted at least once a month or whenever new staff or children join the club.
28. All children are shown the location of fire exits and the fire assembly point.
29. Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
30. Fire doors are kept closed at all times but never locked.
31. Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
32. All fire drills are recorded in the Fire Drill Log.
33. The Club has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

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

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- 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

1. A member of staff will raise the alarm and call the emergency services.
2. The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
3. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
4. The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
5. The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
6. The register will be taken and all children and staff accounted for.
7. If anyone is missing from the register, the emergency services will be informed.
8. If the register is not available the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
9. If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

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

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment

is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf
The risk assessment should cover:

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

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.80, 3.81]

Food Safety Policy

The Village Out of School Club is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.
The Village Out of School Club follows the guidelines set out in 'Safer Food, Better Business' (FSA) and is registered as a food business with our local authority. We are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met.
All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, and best practice including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Using the correct colour coded chopping boards (e.g. red for raw meat)
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish
- Staff must prepare food in a way to prevent choking
- Staff must prepare food in line with allergies, intolerances, and special dietary requirements of the children attending

Supervision whilst eating
Whilst children are eating there must always be a member of staff in the room with a valid pediatric first aid certificate.
Children must always be within sight and hearing of a member of staff whilst eating.
The Village Out of School Club recognizes that choking can be completely silent, therefore visual supervision of children's faces whilst eating is part of our everyday practice. Staff will remain vigilant that children are eating in a way that prevents choking and are ready to react to any unexpected allergic reactions.

Allergies and dietary requirements
Before a child is admitted to the setting, The Village Out of School Club will obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information will be shared with all staff involved in the preparing and handling of food through verbal communications.

At each mealtime and snack time The Village Out of School Club must nominate an individual who is responsible for checking that the food being provided meets all the requirements for each child. This will be communicated/shared by verbal communications.

The Village Out of School Club will have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information must be kept up to date by the setting and shared with all staff.

The Village Out of School Club communicates allergen information to parents through displayed menus showing allergens.

Staff Training and Allergen Awareness
The Village Out of School Club ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time. We do this through pediatric first aid training.

Incident Recording
When a child experiences a choking incident that requires intervention, The Village Out of School club staff must record details of where and how the child choked and make parents and/or carers aware.

The Village Out of School club will review records periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action will be taken to address any identified concerns during this review process and following any incidents of concern during the provision of food within our club.

Food storage
All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.
Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If there are temperature fluctuations that are not explained by simple user error (eg failure to close the fridge properly), a new fridge will be purchased.

Cleaning
- The fridge is cleaned thoroughly, with warm, soapy water, on a weekly basis.
- Food is checked for freshness – anything past the use by date will be disposed of.
- Freezers are defrosted and cleaned once a month.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- Appropriate controls are implemented to reduce the risk of cross contamination.

Helpful websites:
BSACI Allergy Action Plan
Food allergy – NHS

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Food and drink [3.63], Safer Eating [3.64 – 3.71] and Food and drink facilities [3.72].

Gifts, rewards, favouritism and professionalism

The Village Out of School Club recognises the importance of ensuring the giving and receiving of gifts and rewards to and from families/ children is conducted in an open, fair way and is conducted with a transparent culture in place. Staff are made aware and understand what is expected of them.
Staff are permitted to exchange or receive personal gifts (for themselves), and also accept gifts on behalf of the whole team at Out of School Club.

This means staff must:

1. Be aware of and understand The Village Out of School Club's relevant policies, for example rewarding positive behaviour,
2. Take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment,
3. Not give or receive personal details and do not give or receive (other than token) gifts (Christmas, end of term etc).
4. Disclosed the gift to the Club Manager, who will make a record for transparency.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff for example, at Christmas or as a thank you. This is acceptable when disclosed to the Manager and noted.
If gifts, cards or presents are given from the club to the children, all children will be treated with equal consideration, receive the same monetary value gift and the message in the card will be from the club, not individual staff.
The giving of gifts will be done in a transparent way with all staff being aware and included to avoid any questions around preferential treatment.
Any reward or gift given to a child should be in accordance with agreed practice, consistent with The Village Out of School Club's behaviour policy, not based on favoritism and where appropriate, parents notified verbally at the end of the session. This helps build transparency of rewards and gifts, but also shares the achievement of the child with their family, particularly where the gift is a reward.
Staff must at all times ensure that they do not behave in a manner which is either favorable or unfavorable to individual children, treating all children with respect.

It is not ever acceptable for a member of staff to accept:
Cash or vouchers,
Gifts of more than £50.00,
Lavish hospitality such as sporting events, concerts or theatre tickets,
Offers of payment form oversees or third parties.
If in any doubt, please discuss with the Club Manager.

Bribery:
Bribery is the act of taking or receiving something with the intention of influencing the recipient in a way that is favourable to the person providing the bribe. Bribery is illegal.

The Village Out of School Club is aware of how receiving and giving gifts could and be interpreted as a gesture to either to bribe or groom. It might also be perceived that a 'favor' of some kind is expected in return.

Favouritism:
Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice.
Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

5. only give gifts to a pupil as part of an agreed reward system or end of term gift,

6. where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally,
7. ensure that all selection processes of pupils are fair, and these are undertaken and agreed by more than one member of staff.

Related policies
This policy should be read in line with Staff behaviour policy, Safeguarding and Equalities policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements.

Health and Safety Policy

The Village Out of School Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.
The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.
Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Nichola Gittens
- A copy of the current Health and Safety At work poster is displayed (poster is available here: http://www.hse.gov.uk/pubns/books/lawposter.htm)
- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Club's health and safety responsibilities including evacuation, fire detection and control and suitable resourcing.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).
During Club sessions all external doors are kept locked, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the session.
All visitors to the Club must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.
Security procedures will be regularly reviewed by the manager, in consultation with staff and

parents.

Banned Dog Breeds
At The Village Out of School Club we do not keep or allow any dog that is prohibited under Section 1 of the Dangerous Dogs Act 1991 to be kept or present on the premises while registered childcare is being provided.

Toys and equipment
All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.
We ensure that any flammable equipment is stored safely.

Food and personal hygiene
Staff at The Village Out of School Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids
Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staffing levels
Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Related policies
See also our related policies: Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.78 – 3.85], Dangerous Dog Breed [3.82].

Healthy Eating Policy

The Village Out of School Club provides healthy, nutritious and balanced food and drinks. Food and drink are safely prepared with regard to the dietary and religious requirements of the children in our care, food preferences and allergies. Parents must notify us regarding any special dietary requirements or allergies when they register their child.

Information regarding food allergies is recorded on the Allergy Information Board which is visible to staff whilst food is being prepared.

The Village Out of School Club promotes healthy eating and leads by example. Staff responsible for food preparation, handling and storage have received appropriate training.

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

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To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Food and drink [3.63] and Safer Eating [3.64- 3.71] and Food and Drink Facilities [3.72] and Food poisoning [3.73].

Safe Internet Use

The Village Out of School Club recognizes that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However, it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the EYFS safeguarding and welfare requirements and the Prevent Duty.

Parental permission

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

Guidelines for children

A printed copy of the **SMART** guidelines are kept next to the computer. The guidelines are explained to any children wishing to access the internet:

8. **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.
9. **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
10. **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.
11. **Reliable:** Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
12. **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

Protecting children

We have put in place the following safeguards to keep children safe whilst accessing the internet on the Club's computers:

- A risk assessment has been undertaken.
- Parental controls have been activated on all computers accessible to children:

13. Google SafeSearch Filtering is turned on
14. YouTube Restricted Mode is set to on

- The computers are located so that the screens can easily be seen from the rest of the room.
- Staff keep a close eye on children and the sites that they are accessing when they use the internet.
- The computers have an up to date virus checker and firewall installed.
- The computers' browser histories are regularly checked to monitor which sites are being accessed. All staff and children are informed of this fact.

If, despite the safeguards the Club has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the Club's computers, the manager will be informed and the incident will be noted on an Incident Record in the child's file. The child's parent will be asked to sign the Incident Record. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at the Club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a Logging a concern form and refer the matter to the Club's designated Child Protection Officer in accordance with our Safeguarding Children Policy.

E-Safety and Children's Screen Use

At The Village Out of School Club, we recognize that technology forms part of children's everyday lives and can support learning when used appropriately. We are committed to ensuring that all children use technology safely, responsibly and in a way that promotes their wellbeing and development.

The Village Out of School Club, has regard to the Department for Education's guidance on children's screen use in early years settings. Any screen use within the setting will be carefully considered and balanced across age ranges. For our youngest children, screen time will be limited, purposeful and support children's overall development. Screen use will not replace high-quality interactions between adults and children or opportunities for play, physical activity, outdoor experiences, storytelling and social interaction. Staff will ensure that any use of technology is age-appropriate, supports children's wellbeing and development, and promotes the safe and responsible use of technology.

Any use of screens within the setting will be limited, purposeful and carefully planned, with a clear educational or developmental aim. Screens will never replace high-quality interactions between children and adults, active play, outdoor experiences, creative activities, storytelling or social interaction.
Staff will always supervise and co-engage with children when screens are used. Children will not be left to use digital devices independently, and all content will be checked in advance to ensure it is age-appropriate, free from advertisements where possible, and suitable for the children's stage of development. Fast-paced, overstimulating or inappropriate content will not be used.

At The Village Out of School Club, we have regard to the Department for Education's guidance on children's screen use. We will avoid screen use for children under two years of age (except in exceptional circumstances, such as video calls with parents or carers) and ensure that screen use for children aged two to five is kept to a minimum and forms only a small part of the child's overall day.

Children with SEND or English as an additional language may need a more tailored approach when it comes to screen use.
Technology may be used to help children learn about the digital world in an age-appropriate way, including how to use technology safely. Any use of digital devices for communication with parents or administration will comply with data protection requirements and will not reduce staff interaction with children. Personal mobile phones and electronic devices will be used in accordance with our safeguarding procedures.
At The Village Out of School Club, we ask ourselves:

- Is the screen use necessary? Are there other methods or resources you could use instead?
- What is the clear rationale for using a screen?
- How does it extend and enhance learning/development, rather than replace the educator’s role?
- How can you ensure children are interacting in screen use and not passively using or watching it?
- How will you discuss the content with children?
- Is the content designed and appropriate for early years children?
- How can you introduce movement and physical activity?
- Are there any safeguarding risks around the device or content you’re thinking of using? Has it been effectively checked?

Related Policies

See also: Safeguarding Children Policy, Social Media Policy, Mobile Phones policy

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safeguarding [3.4 – 3.6, Children's screen use [3.94].

Intimate Care

When providing intimate care, we will ensure that the child's safety, dignity and privacy are maintained 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. For children who have an identified key worker, it is usual for the key worker to support intimate care of the child that they have a key working relationship with.

Staff at The Village Out of School Club who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg: 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 and the child, where appropriate, 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
- Which staff will carry out intimate care tasks
- 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 (eg verbal, visual)
- Child's level of ability – what tasks they are able to carry out by themselves

Toileting

The Village Out of School Club ensures:

- There is an adequate number of toilets and hand basins available, usually providing separate toilet facilities for adults and children.
- There are suitable hygienic changing facilities for changing any children who are in nappies or are not yet continent.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
- That in making decisions about supporting children's toileting, dignity and respect for the child is balanced against the need for appropriate supervision and safety for the whole setting.
- That nappy changing and toileting areas are safe, hygienic, and appropriately supervised

Best practice

When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.
If a child requires intimate care on a regular basis, it may be necessary for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer or it may not be appropriate.
We have policies in place that promote safe recruitment, as well as having sound staff supervision, safeguarding and intimate care procedures; together these ensure that, should a child need consistent care from one member of staff, the child's safety and wellbeing will not be compromised.

Protecting children

Staff are familiar with guidance from the local Safeguarding Partnership (formerly the LSCB). The Club's procedures reflect the guidance in Working Together to Safeguard Children (2026) and staff are familiar with the What To Do If You're Worried A Child Is Being Abused (2015) flowchart from this guidance.

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 the Club's designated child protection officer immediately. The procedures set out in the Safeguarding Children policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. 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 Village Out of School Club 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 Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Concerns about children's safety and welfare [3.9-3.1-] and Toilets and intimate hygiene [3.88].

Involving Parents and Carers Policy

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

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

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

- Inviting parents to visit the Club before their children start.
- Giving all parents a copy of our Club Handbook which outlines how the club operates and includes contact details. We also give parents a copy of our Behaviour Management policy and, for EYFS children, information about the role of their child's key person.
- Notifying the parents of their child's key person when they start at the Club.
- Making all of our policies available at the Club for parents to consult whenever they like.
- Producing a regular newsletter to keep parents up to date with news, events, new staff, changes to fees, etc
- Providing translations of our key policies and documents for parents who are non-English speakers, where possible.
- Using a communication book to share information between the parents, school and the Club (for EYFS children or when a specific need is identified).

We actively welcome parents and invite their input into the Club in the following ways:

- We collect information from parents which will help their child to settle at the club (via the Registration and Medical forms and, for EYFS children, the All About Me booklet).
- We involve parents in settling their children in at the Club (in accordance with our Child Induction policy).
- We consult fully with parents to establish the care requirements for children with additional needs.
- We greet all parents when they arrive to collect their children, and exchange any relevant information (eg any accidents, participation in today's activities, etc).
- We can be contacted at all times, even out of Club hours, via telephone and email (see our Club Handbook for contact information).
- We conduct an annual satisfaction survey of parents and children at the Club to gain regular feedback.
- We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
- All of our staff wear name badges / uniforms [delete as appropriate] so that children and parents can easily identify them.
- We obtain parental permission for outings, photographs, applying sun cream, etc.
- We can arrange for parental discussions with staff outside of Club hours if necessary.
- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Key Person [3.42], Information and recordkeeping [3.100]

Lone Working Policy

At The Village Out of School Club, the safety and welfare of our staff and the children in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

Preparation and planning

The Manager must approve all instances of lone working in advance and such instances will be recorded on the staff rota.

Parents will be notified if only one member of staff will be on duty for a session or part of a session.

A full risk assessment for lone working must be carried out before lone working is approved.

There will always be another person on site who can be summoned in case of emergencies (Manager / Deputy Manager) In addition, an 'on call' person whom the member of staff can summon in an emergency will be nominated for each session. The 'on call' person must be able to be on site within 30 minutes.

Suitable staff

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- current 12 hour paediatric first aid certificate
- child protection training
- food handling and hygiene certificate
- competent use of English
- the necessary skills and experience to supervise the children
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.

Working practices

When a member of staff is working alone, they must still keep all children "within sight or hearing at all times" or "within sight and hearing at all times when eating" as required by EYFS 2024. Therefore, all essential resources must be readily to hand and not kept in a separate part of the building. For example:

- child records
- emergency contact details
- first aid kit
- club mobile phone
- any forms that may be required during a session, eg accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- spills box / cleaning products / sick bowl

Times when children area eating must be planned and managed in such a way as to maintain appropriate 'sight and hearing' supervision when only one member of staff is present. This may mean that additional measures are put in place for arrival and dropping off, toileting or other incidences which may mean an adult would leave the room.

If intimate care is given, a record will be made using an Incident log and parents will be asked to sign this on collection of their child.

Related policies

See also: Safeguarding policy, Emergency evacuation policy, Intimate care policy, Illness and accidents policy, Risk assessment policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.4 – 3.6], Suitable people [3.13-3.19], Qualifications, training, support and skills [3.30 – 3.34], First Aid [3.37-3.40], Staff:child ratios [3.43-3.57], Risk assessment [3.93]

Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. At The Village Nursery Out of School Club we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

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

Procedure

In order to limit the risk of injury from manual handling operations, The Village Out of School Club will:

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

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

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

The main manual handling hazard at The Village Out of School Club is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

Employee's duties

It is the responsibility of all staff at The Village Out of School Club to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Manager any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

In summary

Avoid Whenever possible, avoid manual handling situations.
Assess If avoidance is not possible, make a proper assessment of the hazard and risks.
Reduce Reduce the risk of injury by defining and implementing a safe system of work.
Review Review your systems regularly, to monitor the overall effectiveness of the policy

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Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Training and skills [3.34], Risk Assessment [3.93].

Menopause Policy

The Village Out of School Club is committed to providing an inclusive and supportive working environment for everyone who works here. The Village Out of School Club recognises that women experiencing the menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments. The Village Out of School Club recognises that menopausal symptoms can also affect transgender people including non-binary people.

The Village Out of School Club is committed to developing a workplace culture that supports workers experiencing the menopause in order for them to feel confident to raise issues about their symptoms and ask for reasonable adjustments at work.

The aim of the policy is to:

- make managers aware of their responsibility to understand how the menopause can affect staff, and how they can support those experiencing the menopause at work
- foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause in a respectful and supportive manner
- raise wider awareness and understanding among all employees about the menopause
- enable workers experiencing the menopause to continue to be effective in their jobs
- outline support and reasonable adjustments available
- help us recruit and retain employees experiencing the menopause.

This policy is part of The Village Out of School Club commitment to ensuring the health and safety and wellbeing of all the workforce and will ensure the workplace does not make the menopausal symptoms of employees worse. This policy is also part of The Village Out of School Club's commitment to equality and diversity. We are committed to creating a workplace that respects and values each other's differences, which promotes dignity and combats prejudice, discrimination and harassment. This policy seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of The Village Out of School Club as an employer of choice.

The Village Out of School Club recognizes that many of the changes to workplace culture and adjustments offered here may not only be of benefit to workers experiencing the menopause, but to all staff. This policy applies to all staff who are employed at The Village Out of School Club.

Definition of the Menopause: The menopause is a natural transition stage in most women's lives. For some it will be medically induced. It is marked by changes in the hormones and the woman stops having periods. Women may have a wide range of physical and psychological symptoms whilst experiencing the menopause and perimenopause and may often encounter difficulties at work because of their symptoms. Each woman will be
affected in different ways and to different degrees over different periods of time, and menopausal symptoms can often indirectly affect their partners, families and colleagues as well. Some studies suggest that Black women may have more prevalent and severe symptoms. Disabled women and those with pre-existing health conditions, may find that the menopause can aggravate their existing impairments and health conditions or even trigger new ones. Menopausal symptoms can in turn also be made worse by the disabled woman's impairment or health condition. Some trans men may experience natural menopausal symptoms. Some trans women may experience pseudo-menopausal symptoms related to their hormone therapy treatment. Some non-binary people may experience menopausal symptoms.

The Village Out of School Club recognises that for many reasons, peoples' individual experiences of the menopause may differ greatly. Menopausal symptoms may include:

- Hot flushes – a very common symptom that can start in the face, neck or chest, before spreading upwards and downward, may include sweating, the skin becoming red and patchy, and a quicker or stronger heart rate.
- Heavy and painful periods and clots, leaving those affected exhausted, as well as practically needing to change sanitary wear more frequently. Some affected may become anaemic.
- Night sweats, restless leg syndrome and sleep disturbance.
- Low mood, irritability, increased anxiety, panic attacks, fatigue, poor concentration, loss of confidence and memory problems.
- Urinary problems - more frequent urinary incontinence and urinary tract infections such as cystitis. It is common to have an urgent need to pass urine or a need to pass it more often than normal.
- Irritated skin – including dry and itchy skin or formication, and dry eyes. Also, vaginal symptoms of dryness, itching and discomfort.
- Joint and muscle aches and stiffness.
- Weight gain.
- Headaches and migraines.
- Menopausal hair loss.
- Osteoporosis - the strength and density of bones are affected by the loss of oestrogen, increasing the risk of the bone-thinning disease osteoporosis.
- Side effects from hormone replacement therapy (HRT), a form of treatment for menopausal symptoms for some people (although not suitable or appropriate for all). Menopausal symptoms may also exacerbate existing impairments and conditions that those affected may already be struggling to cope with.

Support for Employees Experiencing the Menopause

The Village Out of School Club recognises that some employees experiencing the menopause may find that related symptoms may impact on their health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals.

The Village Out of School Club recognises that the menopause is a very personal experience and therefore different levels, and types of support and adjustments may be needed. Employees experiencing the menopause are encouraged to let their Manager know if they are struggling with symptoms that may impact their work, so that appropriate support is provided. Such information will be treated confidentially and in accordance our GDPR policy.

An alternative contact is available to employees experiencing the menopause should they not feel comfortable discussing their problems with their Manager. Employees may also prefer to discuss their problems with an alternative member of staff, such as Deputy Manager.

Managers should make allowances should there be an additional need for sickness absence by employees experiencing the menopause in order to manage their menopausal symptoms. Absence will be recorded as related to menopausal symptoms and Managers will consider such absence as an ongoing condition requiring the consideration of reasonable adjustments and flexibility in absence procedure triggers. The Village Out of School Club recognises the potential impact of menopausal symptoms on performance by employees experiencing the menopause. Managers will seek to support staff sympathetically rather than moving directly to capability, grievance or disciplinary procedures.

The Village Out of School Club will ensure that gender sensitive risk assessments are undertaken to consider the specific needs of employees experiencing the menopause and to ensure that the working environment will not make their symptoms worse.

The risk assessment will assist with the identification of any potential adjustments that may be required. Common areas in particular to consider are:

- workplace temperature and ventilation
- access to adequate toilet and washing facilities
- access to drinking water
- uniforms and personal protective equipment (PPE)
- working times and break times

- workplace stress and workload
- bullying and harassment.

Employees who are experiencing the menopause can apply for the following adjustments to support them at work:

- Control over environmental factors where possible, including air fans.
- Flexibility over uniform and dress codes should they exacerbate symptoms such as hot flushes and sweating, and provision of additional spare uniforms.
- Changing/washing facilities for staff to change clothes during the working day.
- Flexible working arrangements including options for flexitime (to work around symptoms or adjusting start and finish times for example), shift-swapping etc, subject to adult:child ratios and does not impact safeguarding of those in our care.
- Flexibility around the taking of breaks, or increased breaks during the working day, and if required providing cover as necessary for these breaks.
- Flexibility around attending relevant medical appointments.
- Provision of private spaces for rest temporarily, to talk with a colleague or to phone for personal or professional support.

This is not a definitive list of adjustments and the Manager and member of staff will discuss adjustments together and consider additional suggestions put forward by members of staff.

Responsibilities of Managers

Managers should ensure that all employees are aware of this policy and understand their own and the employer's responsibilities.

Managers should encourage employees to discuss the impact of their menopausal symptoms on their work-life and encourage them to access the support and adjustments offered. They should promote a positive attitude to discussions around women's health issues.

Managers should be ready and willing to have open discussions about the menopause, appreciating the personal nature of the conversation, and treat the discussion sensitively, confidentially and professionally.

Managers will consider all requests for support and adjustments sympathetically and will not discriminate against those employees who are experiencing the menopause and put in place the required support or adjustments in a timely manner. All employees must be treated fairly and consistently. Employees need to be confident that they will not be treated less favourably if they take up any support available to employees experiencing the menopause.

The Village Out of School Club will take seriously and investigate any complaints of discrimination, harassment or victimisation, using the agreed procedures and respecting confidentiality.

All requests for support or adjustments must be dealt with confidentially and in accordance with the GDPR policy.
Managers will support employees in informing their colleagues about the situation if appropriate.

Responsibilities of Employees:

All staff should take a personal responsibility to look after their health.
Employees are encouraged to inform their Manager (or the alternative contact, should they not feel comfortable speaking to their Manager) if they are struggling with menopausal symptoms and need any support, so that they can continue to be effective in their jobs.
Employees experiencing the menopause are encouraged to seek support through their GP, the employee assistance programme, and other external organisations (see sections below headed 'Self-management for staff experiencing the menopause' and 'Further Information') as well as participating in the work place menopause support group if that is what employees would like or NHS support groups.
All staff have a responsibility to contribute to a respectful and productive working environment, be willing to help and support their colleagues, and understand any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.
Employees should report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause.
If an employee is found to have harassed, victimised or discriminated against another employee in relation to the menopause, then they will be seen as having committed a disciplinary offence.

Glossary:

Disabled person – under the Equality Act, a disabled person has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. In some cases, menopausal symptoms may meet the definition of 'impairment'.

Medical or surgical menopause – there are some medical circumstances that will create an immediate menopause, whatever the woman's age, such as a medically induced menopause to shrink fibroids or when the ovaries are damaged by specific interventions such as treatment for cancer, or when a woman's ovaries are removed as part of a hysterectomy.

Menopause – a natural transition stage in most women's lives lasting from four to eight years, although for some women it can be much longer. Most women experience the menopause between the ages of 45 and 55. It is marked by changes in the hormones and the woman stops having periods. Women may also experience a wide range of physical and psychological symptoms because of the menopause.

Non-binary – people who do not think of themselves as simply male or female. They may define themselves as both, neither or something entirely different. Their gender identity is more complicated.

Perimenopause – a term used to refer to the time during which a woman's body makes the natural transition to menopause, marking the end of the reproductive years. Perimenopause is also called the menopausal transition. There can be significant changes for women, including irregular and heavy menstrual bleeding and many of the classic symptoms associated with menopause.

Post-menopause – a term used when a woman's periods have stopped for twelve consecutive months. However other menopausal symptoms may not have ended so soon. Problematic symptoms may continue for years.

Premature menopause – for some women, it can be experienced at a much younger age, in their 30's or even younger. This is sometimes called premature ovarian insufficiency. The NHS estimates that 1 in every 100 women will experience premature menopause.

Further Information :
NHS information www.nhs.uk/conditions/menopause or www.nhs.uk/conditions/early- menopause

NICE guidelines on ‘Menopause: diagnosis and treatment’ www.nice.org.uk/guidance/ng23/ifp/chapter/About-this-information

Menopause Matters www.menopausematters.co.uk

Women’s Health Concern www.womens-health-concern.org

Daisy Network https://www.daisynetwork.org

The Menopause Exchange www.menopause-exchange.co.uk

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Supervision of staff [3.34-3.5].

Missing Child Procedure

At The Village Out of School Club we 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 (eg walking from the school to the Club).

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

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

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

Useful numbers

Police: Hyde Police Station – 0161 856 9484

Social Care: 0161 342 4101

Ofsted: 0300 123 1231

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safeguarding training [3.31-3.34], Organising premises for confidentiality and safeguarding [3.89], Information for Parents and Carers [3.100]

Mission Statement

The Village Out of School Club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

Aims and objectives

The Village Out of School Club aims to:

- Offer an inclusive service, accessible to all children in the community
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment
- Encourage children to take responsibility for themselves and their actions
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- Work in partnership with parents to provide high quality play and care
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them appropriate support
- Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation
- Work in partnership with Tameside Metropolitan Borough Council

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Mobile Phone & Wearable Technology Policy

The Village Out of School Club accepts that mobile technology is part of the ever changing digital environment that we live and work in. Out of School Club continues to foster a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones, tablet computers and wearable technology that have imaging and sharing capabilities, that is understood and adhered to by everyone; staff, children and parents.
Abiding by the terms of the club's policy ensures that we all:

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

With the evolution of mobile phones, tablet computers and wearable technology that have camera facilities and sharing capabilities as standard, it is of the upmost importance that the way we deal with technology is managed safely.

Staff use of mobile phones, tablet computers and wearable technology

Personal mobile phones belonging to members of staff should be switched off and kept in the kitchen during working hours.
Only tablet computers that are owned and maintained by The Village Out of School Club are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities.
Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are not permitted to be worn by staff.
If a member of staff needs to make an urgent personal call they can use the club phone or make a personal call from their mobile in the kitchen.
If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.
Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club during working hours.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, tablet computers and wearable technology such as smart watches. We actively discourage them from using their phones within the club and Mobile phones, tablet computers, wearable technology is not permitted

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.
Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club camera.

Visitors' and parents use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises.
Taking of photographs by parents or visitors is strictly prohibited. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the club camera.

Guidance

To safeguard children and practitioners online, our staff will be encouraged to refer to "Safeguarding children and protecting professionals in early years settings: online safety considerations". (https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)

Related policies

See also: Safeguarding Children policy.

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.4-3.6], Whistleblowing [3.7,3.8].

No Platform Policy

The Village Out of School Club is committed to providing a safe and caring environment, where children are free from discrimination and protected from abuse, harm and radicalisation. As part of this commitment we aim to ensure that neither our Club sessions nor our premises are used to promote extremist beliefs or discriminatory views.

Key principles

The Village Out of School Club will not allow its Club sessions nor its premises to be used:

- To promote or express extremist ideological, religious or political views
- To promote or express discriminatory views in relation to the protected characteristics cited in the Equality Act 2010
- For any reason by an organisation that is proscribed by the Home Secretary under The Terrorism Act 2000.

Definition of terms

Premises: The room, space or building used by the Club while it is running a session.

Extremist views: Extremism is defined in the Prevent Strategy as “vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of the armed forces, whether in this country or overseas.”

Protected characteristics: The characteristics protected under The Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Proscribed organisations: A list of proscribed organisations can be downloaded here: https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2

Related policies

See also: Equalities policy, Safeguarding policy

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.13-3.19] Qualifications, training, support and skills [3.30], Safeguarding training [3.31- 3.33].

Photo, Video and Image Privacy Notice

The Village Out of School Club is responsible for deciding how club photographs and videos are used for the purposes described in this notice. We take images to support children's learning and development, communicate with families, celebrate club life and, where appropriate, promote the club.

A photograph or video in which a child can be identified is personal data. We therefore handle children's images in accordance with the UK GDPR, the Data Protection Act 2018 and our wider safeguarding and data-protection responsibilities.

What images may be used for

We may take or use photographs and videos for:

learning journals, observations and records of children's experiences and development

private updates and communications with parents and carers

displays and celebration of children's work within the club

special events, activities, trips and celebrations

staff training, reflection and quality improvement where appropriate our website, printed materials and official club social-media accounts where the relevant permission or opt-out arrangements have been followed

We will only use images for a clear club-related purpose and will not reuse an image for a materially different purpose without first considering whether further information or permission is needed.

Our lawful basis

The lawful basis depends on why an image is being used. For operational, learning and record-keeping purposes, the club will identify and document the appropriate lawful basis in its main privacy information and data-protection records. This may include legal obligation, contract or legitimate interests, depending on the activity.

For promotional use, including our public website, printed marketing and official social-media accounts, the club may rely on legitimate interests where this is appropriate. Before doing so, we will consider necessity, children's rights and reasonable expectations, and will retain a Legitimate Interests Assessment where required.

Parents and carers will still be given a clear opportunity to say that they do not want their child included in public or promotional imagery. This permission or opt-out process is separate from the UK GDPR lawful basis and will be respected.The Village Out of School Club | Photo, Video and Image Privacy Notice | September 2026

Parent, carer and child choices

Parents and carers will be given clear choices about the different ways in which their child's image may be used. Permission for one type of use does not automatically mean permission for another.

For example, a family may be comfortable with photographs being used in a private learning record but not on public social media. Parents and carers can change their preferences at any time by contacting the club.

We will also take account of the child's own wishes. If a child indicates that they do not want a photograph or video taken or shared, staff will respect this wherever reasonably possible, even where parental permission has previously been given.

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Public social media, website and promotional use

Where the relevant arrangements are in place, images may be published through our official Facebook and Instagram accounts, our website, printed materials and other club publicity.

When publishing images publicly, we will:

check the relevant image-use preference for each identifiable child shown

avoid publishing a child's full name alongside their image unless there is a specific and justified reason

avoid images that could embarrass a child, undermine their dignity or create an unnecessary safeguarding risk

consider the background of photographs so that personal information is not inadvertently disclosed

crop, blur or otherwise obscure a child where necessary before publication

Parents and carers should understand that material published openly online can potentially be copied, saved or shared by other people. The club cannot fully control copies made by third parties after lawful publication.

Group photographs

Children naturally play and learn together, so photographs may contain more than one child. Before an image is made public, staff will check the relevant preferences for all identifiable children shown. Where a child should not appear publicly, the image will not be used unless that child can be effectively cropped, blurred or otherwise made unidentifiable.

External design, editing and AI-assisted tools

The club may use external digital services for limited tasks such as cropping, resizing, improving image quality, adding branding or text, blurring identifying features and creating collages.

We apply data minimisation when using these services. Wherever reasonably possible, children will be made unidentifiable before an image is uploaded to an external editing service.

Where an identifiable child image needs to be processed by an external service, the club will first consider the provider's data-protection terms, security, retention arrangements, use of content for service or model improvement, and any international transfers. Appropriate contractual or legal safeguards must be in place before the service is used for club personal data.

General-purpose AI tools will not be used to profile children, make decisions about them, create misleading artificial representations of them or materially change their appearance. Children's full names, medical information, safeguarding information or other sensitive information will not be supplied alongside an image for routine editing or design work.The Village Out of School Club | Photo, Video and Image Privacy Notice | September 2026

Storage, access and retention

Photographs and videos will be stored securely and access will be limited to staff who need them for their role. Club images must only be taken, stored or transferred using devices, accounts and systems authorised by the club.

Staff must not retain club photographs on personal devices or personal cloud accounts unless there is an exceptional, documented and authorised reason.

Images will not be kept simply "just in case". Retention will depend on the purpose for which an image is held. Images forming part of a child's learning or club record will follow the retention period for that record. Working copies used to prepare communications or promotional materials will be deleted when no longer needed. Public promotional imagery will be reviewed at least annually and when a child leaves the club, and removed where continued use is no longer necessary or appropriate.

International transfers and service providers

Some technology providers may process personal data outside the United Kingdom. Where this occurs, the club will only use the service where the transfer is permitted under UK data-protection law, for example because an adequacy arrangement applies or appropriate contractual safeguards are in place. Details of significant processors may be provided in our main Privacy Notice or on request.

Parents and carers taking photographs

At some club events, parents and carers may be permitted to take photographs or videos for their own personal use. We ask families to respect the privacy and safeguarding needs of other children and not to publish identifiable images of other people's children without appropriate permission. The club may restrict photography at particular events where this is necessary for safeguarding, privacy or practical reasons.

Your data-protection rights

Depending on the circumstances and lawful basis, children and those acting on their behalf may have rights including access to personal data, correction of inaccurate information, erasure, restriction of processing and objection to certain uses. Where we rely on consent, consent may be withdrawn at any time. Where we rely on legitimate interests, you may object to that processing and we will consider the objection.

A request to change image preferences will apply to future use and to material under the club's control wherever reasonably possible. We may not be able to retrieve printed material already distributed or copies independently saved or shared by third parties.

Questions, concerns and complaints

Questions, requests or concerns about photographs and videos should be raised with the Club Manager or Directors at The Village Out of School Club. Further information about how we use personal data is available in our main Privacy Notice and Data Protection Policy.

If you are unhappy with how we have handled personal data, please contact us first so that we can investigate. You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection.

Review

Issued: September 2026. This notice will be reviewed at least annually and sooner if there is a significant change to our use of images, technology providers, data-protection law or ICO guidance.

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Participation Policy

At The Village Out of School Club we believe that actively promoting the participation of children in the decision-making process creates a sense of partnership and benefits everyone at the Club: children, staff and parents. We therefore involve the children whenever decisions are made that affect them. We follow the principles set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child which state that:

- A child's opinion should be taken into account in anything that affects them.
- Children should have information disseminated in a way that enables them to make choices and decisions.

Involving and consulting children helps them to develop new skills such as negotiation, sharing, and understanding the perspectives of others. It helps them to understand how decisions are made, and shows them that their opinions are important. At the Club we actively consult the children and encourage them to participate in making decisions about the running of the Club through:

- Asking questions and paying full attention to the child's response, listening to what they are saying verbally (or through use of visual aids) and also observing their body language
- Group discussions
- Regular questionnaires and gathering other feedback on activities
- Noticeboards
- Regular Club Council meetings, between children and staff

The age and maturity of each child, together with the type of the decision being made, determine the extent and nature of their involvement, however, the basic assumption is always that children will be involved.

We make sure that we act on any consultation with the children so that they can see that their input has had visible outcomes. If children suspect that the consultation is just window-dressing they will disengage from the process.

At the Club the children have the opportunity to participate and make decisions on a day-to-day basis, including, but not limited to:

- Choosing freely what type of play to engage in
- Choosing what snacks to eat, as well as when and where to eat them
- Preparing snacks themselves
- Selecting new equipment for the club
- Drawing up club rules
- Using our resource library to select toys or activities that are not already set out
- Using our suggestion box to request new resources, activities or other changes
- Activity planning
- Conducting risk assessments

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Introduction [3.1 – 3.3].

Play Policy

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.
According to the Statutory Framework for the Early Years Foundation Stage (2025), “Play is essential for children’s development, building their confidence as they learn to explore, relate to others, set their own goals, and solve problems. Children learn by leading their own play, and by taking part in play and learning that is guided by adults.”
At The Village Out of School Club we recognise the importance of play to a child’s development and follow the Playwork Principles. As playworkers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play but allow children to initiate and direct the experience for themselves.

Facilitating play

We support and facilitate play by:

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

Play areas and equipment

- All indoor and outdoor play areas are checked and risk assessed daily before the children arrive in accordance with our Risk Assessment policy.
- The Club keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.
- Children are involved in selecting additional equipment and resources for use at the Club.
- The resources used at the Club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our Equalities policy.
- The Club has a selection of fiction and non-fiction books, suitable for all age ranges.

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Learning and Development requirements [1.16-1.18], Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment [3.78 – 3.81]

Risk Assessment Policy

The Village Out of School Club uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the Statutory Framework for the Early Years Foundation Stage (2025), the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- whenever there is any change to equipment or resources
- when there is any change to the Club's premises
- when the particular needs of a child necessitates this
- when we take the children on an outing or visit.

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.
If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager will update the relevant documents and inform all staff.

Daily checks

Before the children arrive at the club each day, we will carry out a visual inspection of the equipment and the whole premises (indoors and out). Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (eg by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

Recording dangerous events

The manager will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The Club will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: Fire Safety and Risk Assessment, Health and Safety, and Manual Handling.

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding & Welfare Requirements: Risk Assessment [3.93]

Safeguarding Policy

The Village Out of School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.
The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by Tameside Safeguarding Children Partnership (TSCP).
There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns and liaises with external agencies (eg Social Care and Ofsted).
The Club's designated DSL is Nichola Gittens and Emma Curran. The Deputy / on-call DSL is Rosie Morrison.
The Club has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe Recruitment policy and all staff responsible for recruitment ensure safe and robust recruitment practice is followed at all times.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child abuse, neglect and exploitation

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Domestic Abuse**: Domestic abuse is any incident or pattern of abusive behaviour between people aged 16 or over who are personally connected. This could include the following types of abuse: Psychological, coercive control, physical, sexual, financial and emotional.

Signs of child abuse, neglect and exploitation

Signs of possible abuse, neglect and exploitation may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks

- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

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

- reassure the child that they were not to blame and were right to speak out
- 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 Logging an incident below).

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

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. We will use this guidance Mandatory reporting of female genital mutilation: procedural information (accessible version) - GOV.UK

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people. Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)

- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed
We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation
All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation
Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the DSL.

At Out of School Club all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognize that children might be at risk of harm inside and outside of their time in our club/setting, inside and outside of their home and whilst online. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

All staff at Out of School Club are aware of the indicators of abuse, neglect and understand that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.

Staff exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalization.

All staff at Out of School Club are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they always speak to the designated safeguarding lead or a deputy.

Logging a concern

All information about the suspected abuse, disclosure or concern, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the Club's DSL who will decide on the appropriate course of action.
For concerns about child abuse, the DSL will contact Social Care immediately in line with the local reporting procedures. The DSL will follow up all referrals to Social Care in writing within 48 hours.
If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.
For minor concerns regarding radicalisation, the DSL will contact Tameside Safeguarding Children Partnership (TSCP) or Tameside Council's Prevent Team. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Allegations against staff

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

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) immediately and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- DSLs receive Level 3 training every 2 years, with regular updates throughout this period
- all staff receive safeguarding training meeting the requirements of EYFS Annex C, which is refreshed at a maximum of 2 year intervals.
- annual refresher training will be offered to all staff in the form of online courses, to help maintain basic skills. Staff are supported to implement learning through supervision, team meetings and mentoring.
- procedures to ensure only suitable individuals are recruited, including obtaining references before employment commences, conducting identity and qualification checks, and recording all vetting information as part of safer recruitment processes are understood and followed by all responsible for recruitment, in line with our Safe Recruitment Policy
- all staff have a copy of this Safeguarding Policy, confirm their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of how to respond in a timely way at the earliest opportunity
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- safeguarding is a permanent agenda item at all staff meetings ensuring the whole team communicates well and are kept up to date
- all staff receive basic training in the Prevent Duty

- staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults behaviour or practise
- staff are familiar with the Safeguarding File which is kept at head office
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2026)' and staff have read and are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.
- The DSL and DDSL's will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the Club. For more details see our Mobile Phone, Tablet, Computers and Wearable Technology Policy.

Contact numbers
Social Care: 0161 342 4101
Social Care out of hours contact: 0161 342 2222
LADO (Local Authority Designated Officer): Laurie Warburg 0161 342 4343 (option 3)
Tameside Safeguarding Children Partnership (TSCP): 0161 342 4348
Local Authority Prevent Co-ordinator: prevent@tameside.gov.uk
Police: 101 (non-emergency) or 999 (emergency)
Anti-terrorist hotline: 0800 789 321
NSPCC: 0808 800 500
Ofsted: 0300 123 1231

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.13-3.19] Safeguarding training [3.31- 3.34].

Safe Recruitment Policy

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

Advertising the vacancy

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

Initial enquiry

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

- a job description
- a person specification
- an application form
- a copy of the Club's Safeguarding Children policy and information about our Safe Recruitment processes.

The application form includes:

15. a declaration that all information is correct
16. whether the candidate will submit a self-declaration form under to disclose any relevant information under the Rehabilitation of Offenders Act
17. a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative or three character references

All applicants must submit a hand-written application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.

Self Disclosure Form

Using a self-disclosure form gives candidates the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. The Village Out of school club is only able to request information that we are entitled to know about as a potential employer. By using a self-disclosure form we ensure that we only receive information that we need to make a decision about suitability and recognises that self-disclosure forms contain sensitive, confidential information

Forms should be submitted in a separate, sealed envelope marked 'Confidential' or through a secure, online system and will be opened for candidates successful at interview. The self-disclosure form does not replace the need for an enhanced criminal record check, which should always be carried out as appropriate to the role.

Interview procedure

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

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

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their

application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- send the candidate a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.
- contact referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees.
- No new volunteer or employee may begin work until the full Enhanced DBS and Barred List checks have been officially received.

References:

References must be obtained from the applicant's current employer (or training provider) before employment commences. References must be provided in a timely manner and must confirm whether the employer is satisfied with the employee's suitability to work with children.

The Village Out of school club will not accept open references (addressed "to whom it may concern" or similar, or references from a family member. The Village Out of school club will not ask applicants to obtain their references on our behalf and will check, by follow up phone call or other verification, that electronic references originate from a legitimate source.
Once references are received, The Village Out of school club will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. The Village Out of school club will follow up any discrepancies to establish the reason for the candidate leaving their current or most recent post, and where information provided in a reference is vague or insufficient, we will follow up with the referee for additional context. We will ensure any concerns are resolved satisfactorily before appointment is confirmed.

We will also take photocopies of the new member of staff's qualification certificates and take details of the proof of identity documentation that has been reviewed and keep these on file. All identity
checks, and vetting processes and references that have been completed, criminal records checks and reference number, the date a check was obtained and details of who obtained it will be recorded. When a new member of staff starts work at The Village Out of School Club we will give them:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a policy confirmation form to confirm that they

have read and understood them; the signed form will be kept on file.

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

Disqualification

The Club cannot employ staff or volunteers who have been convicted of specific offences or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes

disqualified during their employment with us, we will terminate their employment and notify Ofsted and make a referral to the Vetting and Barring Scheme.

DBS checks

We will obtain an Enhanced DBS check including Children's Barred List information for every person aged 16 or over who is required to have such a check under the EYFS, including all staff, students and volunteers who work directly with children, as well as other individuals who live or work on the premises where the childcare is provided, where the EYFS requires a check.

The removal of the previous supervision exemption from 1 September 2026 means that a volunteer who regularly teaches, trains, instructs, cares for or supervises children will be engaging in regulated activity even where they are supervised by another member of staff. Such volunteers will therefore require an Enhanced DBS check including Children's Barred List information where the role meets the regulated activity criteria.

The exception is for supervised volunteers who only help out occasionally, such as parents or carers helping on an occasional trip (less than 3 times in a 30 day period). This exception does not apply where the volunteer is helping overnight or providing personal care, or where their activities otherwise meet the criteria for regulated activity.

We will assess the appropriate level of DBS check for each role in accordance with current DBS eligibility guidance. We will not request a Children's Barred List check where the role is not legally eligible for one.

All offers of employment or volunteering will be subject to satisfactory completion of the required safer recruitment checks. We will not allow a person to begin working or volunteering at the setting until we have received and checked the required Enhanced criminal records and Children's Barred List checks. We will not allow anyone whose suitability has not been satisfactorily checked to have unsupervised contact with children.

Where a candidate or existing member of staff has subscribed to the DBS Update Service, we will obtain their consent and check the status of their existing DBS certificate. We will also carefully review the original DBS certificate to ensure that it is appropriate for the role. If the Update Service check identifies that there has been a change to the information recorded on the certificate, we will apply for a new Enhanced DBS disclosure as appropriate.

We will make additional criminal records checks for anyone who has lived or worked abroad, where required, in accordance with current guidance.

We will not automatically request a new Enhanced DBS check every three years where an individual is subscribed to the DBS Update Service and the existing certificate remains appropriate for their role. Instead, we will check the person's DBS Update Service status at appropriate intervals and whenever there is a relevant change to their role or circumstances. A new DBS check will be obtained where the Update Service check identifies a change to the disclosure information, where the existing certificate is no longer appropriate for the role, or where otherwise required by law or our safeguarding procedures. Where an individual is not subscribed to the DBS Update Service, we will follow our setting's DBS renewal arrangements and risk assessment procedures to determine when a further DBS check is required. New staff will only be allowed to have contact with children when we have had full sight of a satisfactory enhanced DBS certificate for them. When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our Central DBS Record.

The Village Out of School Club will also comply with its legal duty to make a referral to the Disclosure and Barring Service where the relevant conditions for referral are met.

DBS checks with any recorded information

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, the Manager will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here: https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006 The Manager may seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualifiable offences. If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn. If the offence shown on the

disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the club, the Manager may choose to seek further advice (eg from UNLOCK or NACRO) to help inform their decision. Where the offences are more minor and where children are unlikely to be at risk of harm, the Club will decide on a case by case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicant's attitude to their offences, and whether they would act differently now. In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the eligibility of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

Equality Act 2010

At all points during the recruitment process, The Village Out of School Club will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc.

Related policies

Safeguarding policy.

Contact information

Children's Social Care – Tameside Multi-Agency Safeguarding Hub (MASH)
Telephone: 0161 342 4101
Children's Social Care – Out of Hours Emergency Duty Team
Telephone: 0161 342 2222
Local Authority Designated Officer (LADO) – Tameside
Telephone: 0161 342 4343 (option 3)
Email: ladoreferrals@tameside.gov.uk
NACRO
Website: https://www.nacro.org.uk/
UNLOCK
Website: https://recruit.unlock.org.uk/

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Suitable people [3.13 - 3.27]

Smoking, Alcohol and Drugs Policy

Smoking

Smoking is not permitted anywhere on the premises of The Village Out of School Club, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors. This includes Vaping and E-cigarettes.

If we discover that a child has cigarettes, tobacco products or e-cigarettes in their possession while at the Club, we will confiscate the items and notify their parent or carer at the end of the session.

Alcohol

Anyone who arrives at the Club clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow. If we discover that a child has alcohol in their possession while at the Club, we will confiscate it and notify their parent or carer at the end of the session. Staff are asked not to bring alcohol onto the Club's premises.

Drugs and Medication

Anyone who arrives at the Club clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow. If we discover that a child has illegal drugs in their possession while at the Club, we will inform their parent or carer. If a member of staff is taking prescription drugs that may affect their ability to care for children effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment and seek advice. Staff must only work directly with children if the medical advice received confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be stored securely and out of reach of children at all times.

Safeguarding children

All members of staff have a duty to inform the Club manager and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and DSL will decide upon the appropriate course of action. If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called.

Related policies

Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: smoking and vaping [3.29], Disqualification [3.22]

Social Media Policy

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

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

- Twitter
- Facebook
- YouTube
- Tumblr
- Instagram
- Clubhouse
- TikTok
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

Social media rules

When using social media sites, staff must not:

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

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

General cautions for using social media

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

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever – Google never forgets!

Related policies

See also: Mobile Phone policy, Data Protection policy, Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Staff Behaviour Policy

The Village Out of School Club expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Club staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.
Club staff also have a responsibility to maintain their reputation and the reputation of the Club, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for The Village Out of School Club and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the Club (children, parents/carers and visitors) courteously and with respect.
We expect staff to value all the children as individuals and to comply with the Club's Equalities policy at all times.
Swearing and abusive behaviour are not tolerated from anyone at the Club. If any member of staff exhibits such behaviour they will be subject to the Club's disciplinary procedures.
For more details see our Aggressive Behaviour policy and Staff Disciplinary policy.

Dress code

Whilst working at The Village Out of School Club staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.
Whilst on duty all staff should wear the approved uniform at all times.

Confidentiality and social media

Staff must not pass on any information about children attending the Club, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Club, the press, etc.) Posting any material relating to the Club or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.
See our Data Protection policy, Social Media policy, Safeguarding policy and Staff Disciplinary policy for more details.

Use of mobile phones, wearable technology and cameras

Staff personal mobile phones must be kept in kitchen during working hours.
If a member of staff needs to make an urgent personal call they can use the Club phone or make a personal call from their mobile in the kitchen
If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or Deputy.
Staff may only use the club camera to take photographs of children at the Club, except with the express permission of the Manager.
Staff must never use their personal mobile phones, wearable technology or cameras to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in dismissal.
Wearable technology such as Smartwatches and Fitbits are not permitted]to be worn by staff.
See our Mobile Phone and Wearable Technology policy, Safeguarding policy and Staff Disciplinary policy for more details.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the Club premises, including the outside play areas. This includes Vaping and E-cigarettes Staff are not permitted to bring alcohol or illegal drugs onto the Club premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately and seek medical advice as to whether the medication will affect their ability to care for children effectively.

Any prescribed medication needed by a staff member whilst at the Club, must be stored safely in the kitchen out of reach and sight of the children attending the Club.

See our Smoking, Alcohol and Drugs policy for more details.

Staff Conduct and Suitability

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or other incidences that may affect their suitability to work with children. This is an ongoing commitment and expectation upon staff who are required to complete an annual declaration of continued suitability.

Low level concerns will be dealt with through the supervision procedures with your immediate line manager.

Allegations about staff conduct will be handled in line with the staff disciplinary policy.

Any member of staff should feel confident to raises concerns about safe practice or other concerns about adults working with children in confidence and in line with the whistleblowing policy.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our Staff Disciplinary policy.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Introduction [3.3], Suitable people [3.13-3.19] Staff taking medication or other substances [3.28-2.39]

Staff Disciplinary Procedure

The Village Out of School Club aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

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

Minor offences

The manager will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.

Formal disciplinary procedure

The stages of the formal disciplinary procedure are:

4. Formal verbal warning
5. First written warning
6. Second written warning
7. Dismissal

Disciplinary meetings

For each stage of the procedure the manager will hold a disciplinary meeting with the member of staff to explore the misconduct or performance issue, and, if still applicable following the discussion at the meeting, will then issue the appropriate type of warning (or dismissal notice).

Before the meeting

Before each disciplinary meeting the manager will write to inform the member of staff of the date and purpose of the meeting, of the specific disciplinary issue to be discussed, and of their right to be accompanied by a colleague or union representative.

After the meeting

Following each disciplinary meeting the manager will write to the member of staff to confirm:

- that a verbal, first written or final written warning has been issued (depending on the stage of the disciplinary process)
- what the warning was for
- what improvement in conduct or performance is expected and within what

timescale

- the consequences of further misconduct or lack of performance
- how long the warning will be kept on file
- how they can appeal against the decision.

Keeping notes of warnings

Notes of warnings will be kept in the staff member's personnel file as follows:

- Formal verbal warning: A note of the warning will be kept on file, but will be disregarded after six months if their performance or conduct is satisfactory.

- First written warning: A copy of the warning will be kept on file, but will be disregarded after 12 months if their performance or conduct is satisfactory.
- Final written warning: A copy of the final written warning will be kept on file, but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

Dismissal

If, during the period of the final written warning, there is a further breach of Club rules, or if the member of staff's performance has still not improved, dismissal will normally result. The organisation of the final disciplinary meeting at which this decision is made is the same as described above for the earlier disciplinary meetings. Immediately after the final disciplinary meeting the manager will write to the member of staff to confirm:

- that at the disciplinary meeting it was decided that their conduct/performance was still unsatisfactory and that they will be dismissed
- why they are being dismissed
- when their last day of service will be
- how they can appeal against the decision.

If the decision was taken not to dismiss the member of staff, this must also be confirmed in writing.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years

Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989. The manager will investigate the alleged incident thoroughly before any decision to dismiss is made.

Referral to Disclosure and Barring Service

If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm, we will make a referral to the Disclosure and Barring Service.

Notification to Ofsted

The Club will notify Ofsted if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability.

Appeals

A member of staff wishing to appeal against a disciplinary decision must do so in writing, stating the grounds for the appeal, and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The member of staff has the right to be accompanied to the appeal hearing.

Where possible, the registered person, or a member of the management committee or a senior member of staff who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision. Within ten working days of the appeal hearing, the manager / chair of the committee / registered person will inform the member of staff in writing of the outcome of the appeal hearing.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Suitable people [3.13 - 3.19] and Disqualification [3.22-3.27] and Staff qualifications, training, support and skills [3.30 -3.34, Supervision of staff [3.35 and 3.36]

Staff Grievance Policy

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

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

If the concerns relate to safeguarding issues, the staff member should follow the procedure set out in our Safeguarding policy. If the concerns relate to malpractice or wrongdoing with regards to the running of the Club, the staff member should follow the procedure set out in our Whistleblowing policy.

Stage 1: Informal grievance procedure

In the first instance the member of staff should raise the issue with the manager. If the grievance is a relatively minor one, the manager will try to resolve the matter through informal discussions.

Stage 2: Formal grievance procedure

Grievance statement

If the informal discussion does not resolve the grievance to the satisfaction of the member of staff, the next step is to write advising the manager that they intend to invoke the formal grievance procedure. The written notification should include the following details:

- A statement that the staff member is invoking the formal grievance procedure
- The nature of the grievance, giving the background to the issue, any relevant facts (including dates) and the names of any other parties involved
- Any steps that have been taken on an informal basis to address the concerns
- The staff member's opinion on what their desired outcome would be.

The member of staff can have a representative submit the grievance on their behalf if they wish.

Grievance meeting

Within five working days of receiving the grievance, the manager will reply in writing, acknowledging receipt and inviting the staff member to attend a formal grievance meeting. The meeting will normally take place within ten working days of receipt of the written grievance.

The member of staff has the right to be accompanied at the meeting by a work colleague or a union representative. The Club will be represented by the manager and deputy.

The purpose of the meeting is to hear the full facts of the situation, and to attempt to resolve the grievance in a mutually acceptable manner. If necessary, a second meeting may need to be arranged in order to gather more evidence.

Outcome

The manager and deputy will determine the outcome of the grievance. They may reject the grievance, or may uphold the complaint and identify what steps will be taken to resolve it.

Within ten working days of the grievance meeting, the manager will inform the member of staff in writing of the outcome of the grievance, including the reasons for the decision and, where appropriate, details of any steps taken or further actions required to address their concerns, as well as their right to appeal.

Appeals

If the member of staff feels that their grievance has not been satisfactorily resolved they may appeal in writing within five working days, stating their grounds for appeal. The appeal will normally take place within ten working days of receiving the written request for an appeal. Where possible, the registered person, or a member of the management committee or a senior member of staff who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision. The member of staff has the right to be accompanied to the appeal hearing by a colleague or a union representative. Within ten working days of the appeal hearing, the manager / chair of the committee / registered person will inform the member of staff in writing of the outcome of the appeal hearing. The member of staff will also be advised of their right to seek advice from ACAS, other professionals and their trade union if they are not satisfied with the outcome of the grievance meeting or the appeal hearing.

Overlapping grievance and disciplinary cases

If a member of staff raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, if the grievance and disciplinary cases are related the manager / chair of the committee / registered person may choose to deal with both issues in parallel.

False or repeated grievances

If a member of staff raises a grievance that, through investigation, proves to be malicious they may find themselves subject to disciplinary action. A member of staff cannot raise the same grievance within 12 months of the resolution, outcome or withdrawal of the original grievance.

Related policies

See also our Safeguarding Policy, Whistleblowing Policy, Staff Disciplinary Policy.

This policy was adopted by: The Village Out of School Club	**Date: 05/11/2026**
To be reviewed: 05/11/2027	**Signed: N Gittens**

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.30- 3.33], Supervision of Staff [3.34 and 3.35]

Staff Induction and Development Policy

Each new member of staff at The Village Out of School Club receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the Policy Confirmation Slip to confirm that they have read and understood the Club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Location of Club records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Club
- Explanation of the Club's obligation to comply with the Early Years Foundation Stage (EYFS)
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

Development and training

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

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

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

Appraisals and reviews

The manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The manager will hold quarterly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

Training

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

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every term.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.30 -3.34], Supervision of Staff [3.35 and 3.36]

Extreme Heat Policy

The Village Out of School Club is committed to protect children, staff, and visitors from the harmful effects of excessive sun exposure and high temperatures. Children are particularly vulnerable to the effects of heat and ultraviolet (UV) radiation. We are committed to providing a safe environment that minimises the risks associated with hot weather while allowing children to enjoy outdoor play safely.

We aim to:

- Protect children and staff from sunburn, heat exhaustion, dehydration, and other heat-related illnesses.
- Promote healthy sun safety habits.
- Ensure children can continue to benefit from outdoor play safely during warm weather.
- Meet our duty of care under health and safety legislation.

The main elements of this policy are:

- Protection: providing an environment that enables pupils and staff to stay safe in the sun.
- Education: learning about sun safety to increase knowledge and influence behaviour.
- Partnership: working with parents/carers, Directors, committee, staff and the wider community to reinforce awareness about sun safety and promote a safe and healthy play environment.

Protection

18. When the sun is strong, and it is hot we will encourage children to play in shade.

- Hats where possible must be worn outside at all times by children and staff and children will be encouraged to wear clothes that provide good sun protection and that are loose clothing
- Parents must apply sun cream before their child attends and children can apply their own at The Village Out of School Club. Staff can re-apply a setting's sun cream. When staff apply, they apply to arms, face, bottom of legs/ exposed areas.
- Parents will sign giving permission for sun cream to be applied on the child's registration form prior to starting at Out of School Club. Parents are responsible for informing staff of any changes, such as allergies.
- Staff can wear non-uniform, but must wear a lanyard.
- Children are encouraged to increase their water intake in hot weather and are encouraged to do so in outdoor areas also, with regular water breaks. We advise children to bring their own water bottles.
- Water will always be available to children throughout the session from water dispensers/ taps which children will be able to access independently.
- Water-rich foods such as cucumber, melon etc will be provided where appropriate and ice lollies will be provided.
- Staff will role model good hydration practices by drinking water regularly in front of children.
- All children will be educated about sun safety
- Ensure children have opportunities to rest and cool down.
- The duration of outdoor activities and vigorous physical activities may be limited during the hottest periods, such as when temperatures are in excess of 30°C and staff will risk assessment and decide upon outdoor play.
- Staff will check outdoor equipment, surfaces and play resources before use as metal slides, swings, artificial surfaces and other equipment can become dangerously hot and may cause burns. Any unsafe equipment will be taken out of use until temperatures have reduced.
- Fans will be used to help circulation, but when temperatures are above 35°C fans will not be used as they may not prevent heat-related illness and may worsen dehydration.

- We will keep the use of electric lighting to a minimum
- If our areas become too hot, we will move to airconditioned classrooms/ other parts of the building.

Shade:

- Provide access to shaded areas in the outdoor environment.
- Use gazebos, canopies, umbrellas, or natural shade where available.
- Encourage children to take regular breaks from direct sunlight.
- Keep indoor areas as cool as possible through ventilation, blinds, curtains, and shaded windows and the use of fans to circulate air. Staff will open windows. Staff will close windows when the outdoor air becomes warmer than the air indoors – this will help to keep the heat out while allowing adequate ventilation in the preschool.
- Monitor room temperatures.

Water Play: Water play may be used as a cooling activity during hot weather. Staff will

ensure:

- Appropriate supervision at all times.
- Water equipment is maintained and cleaned regularly.
- Safe hygiene procedures are followed.

Useful links:

https://www.childcare.co.uk/information/sun-safety-for-children

https://www.sunsafenurseries.co.uk/

https://www.eyalliance.org.uk/how-be-sun-safe

Heatwave: Where the Met Office issues weather warnings or temperatures are considered

excessive, management may:

- Restrict or suspend outdoor activities.
- Modify operating procedures.
- Take additional measures to safeguard children and staff.

Health risks from heat

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill-health from heat. Heat-related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers, assistants, school nurses and all child carers should look out for signs of heat stress, heat exhaustion and heatstroke.

Recognising Heat-Related Illness

All staff will be familiar with the signs and symptoms of heat stress, heat exhaustion and

heatstroke.

Possible symptoms include:

- Unusual tiredness
- Headache
- Dizziness
- Nausea or vomiting
- Excessive sweating
- Pale or clammy skin

- Irritability or unusual behaviour
- Floppiness or lethargy
- Confusion or loss of consciousness

If a child shows signs of heat exhaustion, staff will:

8. Move the child to a cool, shaded area.
9. Encourage them to drink water.
10. Remove excess clothing if appropriate.
11. Cool the child using damp cloths or fans.
12. Contact parents/carers if necessary.
13. Seek emergency medical assistance if symptoms worsen or do not improve.

Where heat exhaustion or heatstroke is suspected, staff will follow first aid procedures and seek medical assistance immediately where required. Heatstroke is a medical emergency and emergency services will be contacted without delay.

Children with Additional Needs

Some children, including babies, children under four years of age, and children with certain medical conditions or special educational needs and disabilities (SEND), may be at greater risk during hot weather. Individual needs and risk assessments will be considered when planning activities and routines.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):

Suspensions and Exclusions Policy

The Village Out of School Club will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Behaviour Management policy.

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

14. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
15. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
16. Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and kept in the child's records.
17. The formal warning will be discussed with the child's parents, and all staff will be notified.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies; this may include accessing funding for additional support.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

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

The Club may temporarily suspend the child for a period of up to 15 consecutive days. If the Club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour.

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

Permanent exclusion

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

If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the manager / management committee against the exclusion within 14 days of receiving written notification of the exclusion.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.74-3.76]

Transport Policy

If a child attending The Village Out of School Club requires to be transported from School to our venue, our Transport Policy will be enabled. At The Village Out of School Club we take the transporting of children extremely seriously. We ensure that all children have the relevant consent, we ensure that the driver is competent and hold a full UK driving licence. We are aware of the hours that the driver has driven, we know the routes used and traffic conditions and have a contingency plan in place for breakdown/emergency. We take into account the weather, journey time and distance and the needs of the children who are being collected. Where possible, staff will alternate Drop offs/pick ups to limit the time children spend with one member of staff.

Every journey, all children and adults must be wearing a seatbelt and in the appropriate booster/car seat for their age, height and weight. This will be discussed with parents. The car will contain a fire extinguisher and a first aid kit, and the member of staff will be trained in first aid and will also carry a club mobile for emergencies. There will be no eating or drinking during car journeys due to staff not being able to watch and be responsive to children in the event of needing first aid.

Children's responsibility:

- Follow instructions
- Not to eat or drink in the vehicle
- Not distract the driver, ie kick the seats
- Must wear a seatbelt/restraint and all times

Drivers responsibility:

- Vehicle is clean and tidy
- Children have all of their belongings, including medication and these are safely stored in the boot
- All children are secured safely in the car, with seatbelts, boosters etc. A check by the driver/member of staff will be done
- Aware of their point of contact- The Manager/Deputy
- No personal data is left in the car, ie registers
- There is enough fuel in the car. The children must NOT be taken to the petrol station and must not be left in the car unattended. The driver must ensure that they have filled up with fuel without the children present
- Not to drive under the influence of drugs, alcohol or medication. See staff 'smoking, alcohol and drugs' policy. It is illegal to smoke in a vehicle being used for business purposes when passengers are carried
- Follow the designated route unless there is a diversion
- Are required to produce proof of insurance cover, vehicle licence, an MOT and service history before using the vehicle. Copies will be retained and these will be checked annually
- A first aid kit and fire extinguisher should be carried in the vehicle
- There is no lone working, so more than 1 child is present or more than 1 adult
- All doors of the vehicle must have childproof locks enabled
- Under no circumstances must children be allowed to gain access to vehicle keys. When not in use, vehicle keys must be kept in a safe place. Children may not use the main controls of vehicles, steer cars or use petrol pumps.
- No child to sit in the front of the vehicle- all children must sit in the rear of the vehicle and must be supervised by a minimum of one member of staff
- Report any safeguarding concerns using the usual procedure

Breakdown/Emergency/Crashes:

We will do are utmost to protect the children and will ensure the drier is first aid trained.
In the event of the above, notify the emergency services immediately. Then if safe to do so notify the Manager.
If needed park the vehicle in a safe place and ensure children get out of the vehicle safely.
We have a contingency plan in place for breakdown and emergency.

Any accidents, incidents will be reported to the Manager, reported and parents/carers notified.

The driver sends the manager a text message before they leave. If the driver and the children do not return within the allocated time then a second vehicle will go along the designated route and look for the group. A phone call will be made but the Manager understands that the driver may not be able to answer. Where possible, the drove will have hands free.
The group might be delayed due to traffic, late from school, an accident. All will be recorded.

Insurance: All staff who use their cars to transport children to and from the setting, have the appropriate business insurance on their vehicle. It is the driver's responsibility to ensure that their insurance covers them to drive their own vehicle for business use. Any additional cost is the responsibility of the Out of School Club.

Seatbelts/ Car seats and boosters: Children who are to be carried in the vehicle must be fitted with appropriate seat belts, personal restraints and/or booster seats for the size and ages of the children, complying with latest legislation at all times. Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.
Children aged 3 or older must:

- use a child car seat if there's one available in a minibus
- use an adult seat belt if child car seats are not fitted or are unsuitable

Children with disabilities or medical conditions: The same rules apply for children with disabilities or medical conditions, but they can use a disabled person's seat belt or a child restraint designed for their needs. A doctor can issue an exemption certificate if a child is unable to use a restraint or seat belt because of their condition.

Height-based seats: Height-based seats are known as 'i-Size' seats. They must be rear- facing until your child is over 15 months old. Your child can use a forward-facing child car seat when they're over 15 months old. You must check the seat to make sure it's suitable for the height of your child.

Weight-based seats: The seat your child can use (and the way they must be restrained in it) depends on their weight. Only EU-approved weight-based child car seats can be used in the UK. These have a label showing a

capital ‘E’ in a circle and ‘ECE R44’.

	Group	Seats
0kg to 10kg	0	Lie-flat or ‘lateral’ baby carrier, rear-facing baby carrier, or rear-facing baby seat using a harness
0kg to 13kg	0+	Rear-facing baby carrier or rear-facing baby seat using a harness
9kg to 18kg	1	Rear- or forward-facing baby seat using a harness or safety shield
15kg to 25kg	2	Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield
22kg to 36kg	3	Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield

> Manufacturers can now only make booster cushions approved as group 3. This won’t affect any existing booster cushions in group 2 and you’ll still be able to use them.

Minibuses:

- Advice from the DVLA or other suitable source to verify our specific circumstances will be sought.
- Staff who drive the minibus hold a D1 category on their license to drive a 16+ seater minibus. If staff passed their test after 1997 they won’t have it on their license automatically and must take the appropriate training. Staff can still drive a 9 to 16 seater if they are over 21 and had their license for 2 years.
- Where the person doing the driving is paid and expected to do it as part of their role they would need a PSV license and the employer would need an operators (PCV O) license. This is what is known as a right to be carried and this is a grey area, as it may potentially be covered by section 19 (not for profit) transport rules.

Further info and guidance:

https://www.rospa.com/policy/road-safety/advice/vehicles/car-seats
https://capt.org.uk/car-safety/
https://www.gov.uk/child-car-seats-the-rules
This policy should be read in line with the Arrivals policy and all relevant risk assessments.

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026). Safety of Outings [3.91].

Uncollected Children Policy

The Village Out of School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late

19. If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
20. If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
21. While waiting to be collected, the child will be supervised by a member of staff.
22. 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

23. If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
24. The child will remain in the care of the Club's 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.
25. 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 (e.g. 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 manager 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

1. Tameside Children's Social Care (MASH): 0161 342 4101
2. Tameside Emergency Duty Team (Out of Hours): 0161 342 2222

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Information for parents and carers [3.100]

Visitors Policy

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

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

This policy was adopted by: The Village Out of School Club	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.89].

Whistleblowing Policy

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

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

This policy should not be used to question business decisions made by the Club, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the **Staff Grievance policy**. All staff will be made aware of these whistleblowing procedures as part of their safeguarding training and induction.

Sexual Harassment

The Village Out of School Club recognises that sexual harassment is a serious matter and may constitute a qualifying disclosure under whistleblowing legislation where it is in the public interest to report it.

Sexual harassment will be explicitly treated as a concern that can be raised through this Whistleblowing Policy. This includes, but is not limited to, unwanted conduct of a sexual nature that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

All staff, volunteers, and stakeholders are encouraged to report any concerns relating to sexual harassment through the whistleblowing reporting routes outlined in this policy. Reports can be made confidentially and will be taken seriously, investigated promptly, and handled sensitively.

Clear reporting routes are in place to ensure individuals feel safe and supported when raising concerns. These include reporting to a designated safeguarding lead, senior manager, or via any confidential reporting mechanisms available within the organisation.

Employers have a duty to take all reasonable steps to prevent harassment, including harassment by third parties such as clients, contractors, and service users. The organisation is committed to a proactive approach to compliance and will:

1. maintain and regularly review robust anti-harassment policies;

2. provide appropriate training to staff and volunteers;

3. assess and mitigate risks, including those arising from third-party interactions.

The Village Out of School Club is committed to protecting individuals who raise concerns in good faith from victimisation, retaliation, or detriment.

Raising a concern

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the Club's manager.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:

- Ofsted (if it concerns the safe and effective running of the club)
- The Local Authority Designated Officer or the Local Safeguarding Partnership (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's **Safeguarding Children policy**)
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity Protect for advice.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the Club will make every effort not to

reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Contact information

LADO (Local Authority Designated Officer) – Laurie Warburg, Telephone: 0161 342 4343 (Option 3)
Email: ladoreferrals@tameside.gov.uk

Website: https://tamesidescp.org.uk

LADO referrals must be submitted by email.

Tameside Metropolitan Borough Council

LSP – Tameside Safeguarding Children Partnership (TSCP)

Telephone: 0161 342 4348

Email: tscp@tameside.gov.uk

Website: https://www.tamesidescp.org.uk

Tameside Metropolitan Borough Council

Ofsted

Telephone: 0300 123 1231

Website: https://www.gov.uk/government/organisations/ofsted

Protect (formerly Public Concern at Work)

Telephone: 020 3117 2520

Email: whistle@protect-advice.org.uk

Website: https://protect-advice.org.uk

Related policies

Staff Grievance policy, Safeguarding Children policy.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026):

Safeguarding and Welfare requirements: Whistleblowing [3.7, 3.8]

This policy was adopted by: The Village Nursery and Pre-School	Date: 05/11/2026
To be reviewed: 05/11/2027	Signed: N Gittens