

Community Playcentre @ Walberton

Administering Medication Policy

If a child attending the Community Playcentre @ Walberton requires prescription medication of any kind, their parent or carer must complete a **Permission to Administer Medication** form in advance. Staff at the Playcentre will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Playcentre. The Playcentre staff will keep all medication safe until it is required. Inhalers, medication and epi-pens must be clearly labelled with the child's name and will be kept in a secure location. A care plan will be undertaken with the manager and parents for the use of these.

The Community Playcentre @ Walberton can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage. Children will not be allowed at the playcentre until 48 hours after beginning their course of antibiotics

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 Playcentre has received written consent
- 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 **Record of Medication Given** form
- 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 **Record of Medication Given**.

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.

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).

If a child suffers from a long term medical condition the Playcentre 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 Playcentre has a clear statement of the child's medical requirements.

If it is deemed necessary for staff to administer medication to reduce a child's temperature in an emergency situation or prior to collection by a parent or carer, this decision will only be made by the Senior Member of staff, and the medication will be given as directed.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Health [3.43-3.44]*

Community Playcentre @ Walberton

Admissions and Fees Policy

Community Playcentre @ Walberton is registered with Ofsted; our registration number is EY469309. We provide care for up to 30 children from babies up to 11 years

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 Playcentre.
2. Those requiring the greatest number of sessions/hours per week

Enquiries

When an enquiry regarding places is made, parents and or carers will be invited to visit the setting when a staff member will show them and their child or children around our setting. The staff member will explain about our setting, and answer any questions.

We will provide :

- Information regarding availability of places
- Nursery or Out of School Club leaflet giving an overview of our setting
- Booking Form which will need to be completed if you wish to reserve a space.
- Fees for sessions including any Free Entitlement

If a place is available, the parents will be invited to visit the Playcentre to collect the Registration Forms, and discuss the starting date.

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 a Place

If a place is available, on receipt of a completed **Booking Form** and **non-returnable Booking Fee** the Playcentre Manager will reserve the place.

Parents or Carers will be given a full set of registration forms which include registration form, medical form, parent contract, booking form, photo and sun cream permission form.

Registration

If a place has been reserved, the parents and child will be invited to visit the Playcentre for an induction near to the starting date.

The child will only be able to attend the Playcentre when all the completed registration forms are received.

Parents or carers will receive the following information

- Details of the **Admissions and Fees** policy
- **Behaviour Management** policy
- **Complaints** policy

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, a minimum of six weeks notice in writing is required.

Temporary booking:

We will accept temporary or occasional bookings only if there are places available. If a temporary place has been booked and is no longer required, the Playcentre must be given one weeks notice. If notice is not given, the place will still be charged for.

Fee structure

The Playcentre recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept most childcare vouchers (please ask in advance as we may need to register with the supplier).

- Fees are payable monthly in advance
- Fees can be paid by cheque, bank transfer or childcare vouchers
- There is a £10 administration charge for late payment, which will be added to the next invoice
- The Playcentre accepts childcare vouchers
- Fees are charged for booked sessions whether the child attends or not, but no charge when the Playcentre is not open (bank holidays and the days between Christmas and the New Year)
- Fees are charged for either sessions during school term time only, or for the full year. Parents are required to choose which pattern of attendance they wish their child to attend.
- A late payment fee of £10 per 15 minutes will be charged if you collect your child after the Playcentre has closed. You may be also be asked to make a contribution towards any extra staff wages and transport costs incurred.
- The playcentre will charge for additional hours in excess of the Free Entitlement

Payment of fees

Payment needs to be made monthly in advance by cheque, bank transfer or childcare vouchers. The Playcentre will need to know in advance which payment method the parent or carer will be using by completing the relevant section on the booking form.

Fees are reviewed annually by the Trustees of the charity. The Playcentre 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 in the first instance.

If fees are not paid, the Playcentre 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 advise the Trustees and 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 Playcentre being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Playcentre may have to cancel the child's place.



This policy was adopted by : Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.71-3.74]*

Community Playcentre @ Walberton

Anti-Bullying Policy

Community Playcentre @ Walberton will provide 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 Playcentre, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Playcentre'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 supervisor. A clear 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.

Community Playcentre @ Walberton 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 Community Playcentre @ Walberton will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, 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

Community Playcentre @ Walberton acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Playcentre 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 Playcentre, they will inform the supervisor.
- 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 bullying behaviour persists, 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 Playcentre's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Managing Behaviour [3.50] and Equal Opportunities [3.66]*

Community Playcentre @ Walberton

Arrivals and Departures

Community Playcentre @ Walberton recognises that the safe arrival and departure of the children in our care is paramount.

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

Escorting Out of School Club Children to and from the Playcentre

- The Playcentre and Walberton & Binsted C. of E. 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 and from the Playcentre and review it regularly.
- Children being escorted between the Playcentre and School will wear high visibility vests.
- At least one member of staff will escort the children from Playcentre to School and from School to Playcentre.
- In the morning the staff will escort the children to playground, and will wait with them until the children have lined up and gone into class.
- In the afternoon each child attending After School Club at the Playcentre, will be sent or taken by their teacher at the end of the school day, to the area where the Playcentre Staff member waits for them inside the school. The School Teacher or Teaching Assistant hands over responsibility for the child to the CP@W staff member.
- If a child is booked into the Playcentre 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 the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.
- The Playcentre will provide the School with information stating which children are attending which Out of School Club sessions each week. Parents must notify the School in writing that their child is regularly booked into Playcentre Out of School Club when they first make the Playcentre booking.
- When parents book children in for an ad hoc session, it is the parents responsibility to notify the School that their child will be attending the Playcentre.

Escorting Children to and from Walberton Pre School

- Children that are shared between the Playcentre and the Pre-school will be handed over by staff, and procedures followed that have been agreed by all parties. A consent form will be completed by parents to authorise transitions and agree that information can be shared between settings.

Arrivals

When parents or carers bring the child to the Playcentre, the parent or carer must bring the child into the building and playroom, and sign the child in. At no time can a parent or carer send an unaccompanied child into the Playcentre. Children must be signed into the Playcentre by an adult and the time of arrival entered by the carer. Our staff will greet the child warmly on arrival and acknowledge their arrival with the carer.

When a child or children arrive from another setting such as the PreSchool, it is the Pre School member of staff who hands over the child and passes on any necessary information to Playcentre staff.

Where our staff collect the child or children from another setting we will greet each child warmly on their arrival at the Playcentre and immediately record the child's attendance in the daily register, 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 can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Playcentre in advance if someone who is not listed on the registration form is to collect the child. The Manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Playcentre if they will be late collecting their child. If the Playcentre is not informed, the **Uncollected Children** policy will be followed.
- No child will be allowed to leave the Playcentre unaccompanied.

Absences

- If a child is going to be absent from a session, parents must notify the Playcentre in advance.
- If a child is absent without explanation, staff will contact the parents or carers or the school to check where the child should be. If there is no explanation for the absence the Playcentre will activate the **Missing Child** procedure.
- The Playcentre 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: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.61 and 3.63]*

Community Playcentre @ Walberton

Behaviour Management Policy

Community Playcentre @ Walberton uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Playcentre. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Playcentre rules are clearly displayed at every session, and are discussed regularly.

The Playcentre's designated member of staff responsible for behaviour management is the Playcentre Manager.

Whilst at Community Playcentre @ Walberton we expect children to:

- Use socially acceptable behaviour
- Comply with the Playcentre rules, which are compiled by the children attending the Playcentre
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Playcentre

Encouraging positive behaviour

At Community Playcentre @ Walberton positive behaviour is encouraged by:

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

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 Playcentre will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss 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.

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- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Playcentre 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.

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 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 Playcentre.

We will take all reasonable steps to ensure that no child who attends our Playcentre 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: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Managing behaviour [3.50-3.52]* .

Community Playcentre @ Walberton

Child Induction Policy

When children first join Community Playcentre @ Walberton 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 Playcentre and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Playcentre if this has not yet been done. The Playcentre and the family will agree the best way to settle and introduce a new child into the setting to ensure their individual needs are met.

Parents or carers may stay with their children to help them settle in.

Induction for new children

Induction is planned according to the child's age, stage of development, and needs. The child and parents are helped to gain confidence in our setting in the following ways:

- The new child will be introduced to all members of staff and informed about any other regular visitors to the Playcentre.
- Early Years Foundation Stage children and their parents will be introduced to their key worker.
- The Playcentre's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Playcentre 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 Playcentre 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 Playcentre 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.

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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and Records [3.71-3.72]; Safety and Suitability of Premises, Environment and Equipment [3.54]*

Community Playcentre @ Walberton

Complaints Policy

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

The manager will generally be responsible for dealing with complaints. If the complaint is about the manager, the nominated Trustee or CP@W Trustees, will investigate the matter. Any complaints received about staff members will be recorded on an **Incident log** and a **Complaints log** will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Playcentre activity:

- The Manager/CP@W Nominated Trustees, 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/CP@W Nominated Trustees, 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 and or CP@W Chair of Trustees. The Manager/CP@W Nominated Trustees will:

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

If child protection issues are raised, the Manager/Nominated Trustees, will refer the situation to the Playcentre's Child Protection Officer, who will then contact Social Care and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the Manager/Nominated Trustees, will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about Community Playcentre @ Walberton at any time. Ofsted will consider and investigate all complaints.

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

Telephone: 0300 123 1231 (general enquiries) 0300 123 4666 (complaints)

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To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Complaints [3.73-3.74]* .

Community Playcentre @ Walberton

Confidentiality Policy

At Community Playcentre @ Walberton we respect the privacy of the children attending the Playcentre and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Community Playcentre @ Walberton can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Playcentre staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Playcentre, except with the designated Child Protection Officer and the Playcentre Manager.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file.
- Students on work placements are informed of our confidentiality policy and are required to respect it.
- All Playcentre staff and Trustees are required to sign a Confidentiality Agreement.

Sharing information with outside agencies

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

Any feedback given to parents on their child's progress will be given directly to them unless it has been agreed and a consent form signed agreeing to a third party (childminder, Pre-school).

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.

Data Protection Act

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

Staff Records are kept confidential in a locked filing cabinet accessible only by the Playcentre Manager and Nominated Trustee.

Data Protection training is provided for all staff.

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Community Playcentre @ Walberton

Dangerous Plants Policy

Community Playcentre @ Walberton 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 Playcentre garden has been checked and does not contain any of the dangerous plants on the list, and staff are vigilant to ensure that no plants or trees that are introduced into this area are checked using up to date online research.

The play area outside the Playcentre garden, (recreation field and playground) has also been checked, and does not contain any of the dangerous plants listed below. Staff are vigilant and aware that in this area plants could appear which represent a hazard.

Where a potentially dangerous plant exists and we are unable to remove it, we will conduct 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	(Freemontodendron)	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
<i>Wild and native plants</i>		
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: Community Playcentre @ Walberton	Date: 10 th February 2017
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Community Playcentre @ Walberton

Early Years Foundation Stage Policy

Community Playcentre @ Walberton is committed to delivering the Early Years Foundation Stage (EYFS) as set out in the *Statutory Framework for the Early Years Foundation Stage 2014*. EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

The designated EYFS coordinator at the Playcentre is the Playcentre Manager, who is responsible for:

- Identifying EYFS children when they join the Playcentre, and informing the other staff
- Determining the primary EYFS provider for each child
- Assigning a key person for each EYFS child
- Ensuring that staff receive relevant EYFS training
- Implementing a communication book, so that the parents, Playcentre and the primary EYFS provider can easily exchange information
- Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary
- Meeting regularly with the primary EYFS provider to agree next steps for the development of each EYFS child.
- Providing information to parents on their child's development regularly through planning and their 2 year progress check.
- Involve parents and carers in the children's planning through sharing their next steps, and providing home observation sheets at least every half term.
- Inviting parents and carers to termly Parents Evenings to meet with the Key Person to discuss their child's development and next steps.
- Offering opportunities to parents and carers to discuss their child's development when parents wish to meet with their child's key person, particularly when parents are unable to attend the termly meetings, but also in addition to the termly meetings when needed.

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

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

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

We recognise the four overarching principles of EYFS:

- **A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.
- **Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
- **Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.
- **Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed :  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.72]*

Community Playcentre @ Walberton

Emergency Evacuation/Closure Procedure

Community Playcentre @ Walberton will make every effort to keep the Playcentre open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

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

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

- If appropriate the Manager or Senior Member of Staff 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 designated 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 Playcentre will follow its **Uncollected Child Procedure**.
- If the Playcentre needs to close due to severe weather, our **Snow and Extreme Weather Closure Procedure** will be followed.

If the Playcentre 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
Telephone: 0300 123 1231

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54]*

Community Playcentre @ Walberton

Environmental Policy

Community Playcentre @ Walberton 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 Playcentre.

Children and staff follow the Playcentre's 'eco code':

- We re-use and recycle our waste material
- We switch off lights when not in use and fit the lights with energy saving bulbs where possible.
- We turn off electrical equipment at the power source when not in use.
- We turn off taps after use and do not waste water.
- We do not drop litter.
- We plan our outings to minimise vehicle use and use public transport whenever possible.

This policy was adopted by : Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end May 2019	Signed:  Chair Trustees CP@W

Community Playcentre @ Walberton

Equalities Policy

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

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

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that the Playcentre's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.
- Ensure that information, both spoken and written is clearly communicated in as many languages as is necessary and we may seek outside support to do this.

Challenging inappropriate attitudes and practices

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

Racial harassment

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

British Values

Playcentre staff actively encourage children to be democratic and follow the rules in the setting. Children are taught to respect each other and their opinions, help each other, understand right from wrong, and treat each other equally. Staff role model positive behaviour to promote British Values, and work to ensure that children are treated as individuals and know that we are all special in different ways.

Equal Opportunities Named Coordinator

The Playcentre's Equal Opportunities Named Coordinator (ENCO) is the Playcentre Manager. 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 Playcentre recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Playcentre, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

Special Educational Needs Coordinator

The Playcentre's Special Educational Needs Coordinator (SENCO) is the Playcentre Deputy Manager.

The SENCO will:

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

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

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare requirements: Equal opportunities [3.66] and Information for parents and carers [3.72]*.

Community Playcentre @ Walberton

Fire Safety and Risk Assessment

Community Playcentre @ Walberton understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills will be conducted at least once a term, or whenever new staff or children join the Playcentre.
- All children will be made aware of the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The Playcentre has notices explaining the fire procedures which are clearly displayed throughout the Playcentre.

- **Fire prevention**

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

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Playcentre'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

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the **assembly point outside the Village Hall**, using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- 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.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the Playcentre Manager or Senior Staff member will use the **Emergency contacts list (which is kept off the premises at Holly Tree Cottage)** to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the Senior Staff member will assume responsibility or nominate a replacement member of staff.

Arrangements are in place for staff to take the children to the Village Pavilion during an emergency, while parents and carers are contacted, or until such time as it is safe to return to the Playcentre.

Responsibilities of the Fire Safety Officer

The Playcentre's Designated Fire Safety Officer is the Playcentre Manager. 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: www.communities.gov.uk/documents/fire/pdf/151102.pdf. The risk assessment should cover:

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

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: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54]*

Community Playcentre @ Walberton

Health and Safety Policy

Community Playcentre @ Walberton 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 Playcentre has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Playcentre'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 Playcentre
- 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 Playcentre. The registered person will ensure that:

- The Playcentre's designated health and safety officer is the Playcentre Manager
- 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 Playcentre's health and safety responsibilities
- 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 Playcentre'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 Playcentre during opening hours
- All the Playcentre's equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSSH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

During Playcentre sessions the lobby door is locked. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Playcentre must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children. If a visitor has no reason to be on the Playcentre's premises we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an **Incident Record** will be completed and the manager will be immediately notified.

Security procedures will be regularly reviewed by the Manager and Trustees, in consultation with staff and parents.

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 Community Playcentre @ Walberton 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.**

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.53-3.65].*

Community Playcentre @ Walberton

Healthy Eating Policy

Community Playcentre @ Walberton will provide healthy, nutritious and balanced food and drinks. Food and drink will be safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

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

Community Playcentre @ Walberton will promote healthy eating and will lead by example. Staff responsible for food preparation, handling and storage have received appropriate training.

- We will provide suitable healthy snacks for all the children.
- Children will be encouraged to develop good eating skills and table manners.
- All children will be given plenty of time to eat.
- Where appropriate, children will be involved in planning and preparing food and snacks.
- Fresh drinking water will be available at all times.
- Fresh fruit will be available at all sessions.
- Withholding food will not be used as a form of punishment.
- Staff will discuss with children the importance of a balanced diet where appropriate.
- The Playcentre will not regularly provide sweets for children.
- We will avoid excessive amounts of fatty or sugary foods.
- Children will not be forced to eat or drink anything against their will.
- Advice will be given to parents/carers with regard to healthy packed lunches
- Any specific dietary or cultural preferences are accommodated.
- Any concerns regarding a child's eating or appetite are reported back to the child's parents.

Children are encouraged to think about their bodies, healthy practices with regard to hygiene, how their bodies work and what they need to function effectively, what foods are good for them and what will keep them happy and healthy now and in the future.

Exceptions may be made when celebrating a cultural festival (Diwali, Chinese New Year or Easter) where food types may be varied.

Parents wishing to send in cake to celebrate their child's birthday will be accommodated.

This policy was adopted by: Community Playcentre @ Walberton	Date : 10th February 2017
To be reviewed: by end May 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Food and drink [3.45-3.46]*.

Community Playcentre @ Walberton

Illness and Accidents

At Community Playcentre @ Walberton we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the **Medical Form** when their child joins the Playcentre, 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.

Community Playcentre @ Walberton cannot accept children who are ill. If any children are ill when they first arrive at the Playcentre we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Playcentre 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 Playcentre's designated First Aider is the **Playcentre Manager, Deputy Manager and Senior Early Years Practitioner**. The designated First Aider has a current Paediatric First Aid certificate and has attended a 12 hour paediatric first aid course. To ensure that there is a qualified first aider present at every session of the Playcentre, other members of staff will also receive paediatric first aid training. The Playcentre aims to have every staff member as a qualified Paediatric First Aider within their first year of working in the setting. All staff also receive online Refresher First Aid training annually.

The location of the First Aid box and a list of qualified first aiders are clearly displayed at the Playcentre. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981. All staff will know where the 1st Aid box and Accident Forms are kept.

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.

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 Playcentre's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found at the Playcentre, 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 Playcentre'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 Playcentre 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 Playcentre, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Where staff are concerned about a child's condition e.g. suspected meningitis, an ambulance will be called immediately and the child will be taken direct to hospital with an accompanying member of staff. Parents will be informed and relevant information given to them.

Related policies: See also Intimate care for AIDS/HIV

Useful contacts

Health Protection Unit: Surrey and Sussex Health Protection Unit, 0845 08942944
County Hall North, Chart Way, Horsham, W. Sussex RH12 1XA
Email sshpu@hpa.org.uk fax 01403 251006

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Accident or injury [3.48-3.49] and Food and drink [3.47].*

Minimum exclusion periods for infectious conditions and diseases

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

* Denotes a notifiable disease.

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

Community Playcentre @ Walberton

Internet Safety

Community Playcentre @ Walberton recognises that the Internet is a useful resource for both staff and children, for purposes of research, resources, homework and entertainment. Children will only be allowed to access the Internet at the Playcentre under supervision.

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

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

If a child encounters something inappropriate on the Internet the 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**.

We have put in place the following safeguards:

- A risk assessment has been undertaken.
- The computers are located so that the screen can easily be seen from the rest of the room.
- Staff will supervise the use of the Internet.
- The computer has an up to date virus checker and firewall installed.
- Google SafeSearch Filtering is turned on; children are encouraged to use a child-safe search tool.
- The computer's browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

This policy was adopted by: Community Playcentre @ Walberton	Date: 14 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Introduction [3.2]; Child Protection [3.6]*.

Community Playcentre @ Walberton

Intimate Care

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

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

Staff at Community Playcentre @ Walberton 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 to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

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

Best practice

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

If a child requires intimate care on a regular basis, it is a good idea for two members of staff to share the care between them. In this way the child should not become overly dependent on a single member of staff, and is less likely 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.

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 well-being will not be compromised.

Protecting children

Staff are familiar with the Local Safeguarding Children Board booklet *Recognising The Signs Of Child Abuse* and with the DfE booklet *What To Do If You Think A Child Is Being Abused*, and will follow the guidance in they contain.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or designated CPO (child protection officer) immediately. The **Safeguarding Children** policy will then be implemented.

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

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

Dealing with blood and body fluids

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

Staff at Community Playcentre @ Walberton will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

HIV/AIDS

- No-one has the right to know if another person is HIV positive or has Aids.
- If the manager is informed about a child's or adult that has AIDS/HIV, they must inform the chair of Trustees.
- The information will not be shared with anyone unless permission has been given by the person concerned or parent in the case of a child.
- Other parents do not need to be informed.
- Failure by a member of staff to keep this information confidential may result in immediate dismissal and will always result in disciplinary proceedings.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding and Welfare Requirements: Equal opportunities [3.66] and Child protection [3.6]

Community Playcentre @ Walberton

Involving Parents and Carers Policy

At Community Playcentre @ Walberton 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 Playcentre, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Playcentre.

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

- Inviting parents to visit the Playcentre before their children start.
- Giving all parents a copy of our **Playcentre Handbook** which outlines how the Playcentre 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 Playcentre.
- Making all of our policies available at the Playcentre 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 Playcentre (for EYFS children or when a specific need is identified).

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

- We collect information from parents which will help their child to settle at the Playcentre (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 Playcentre (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 drop off or collect their children, and exchange any relevant information (eg any accidents, participation in today's activities, etc).
- Parents are introduced to their child's 'Learning Journey' and are encouraged to contribute to it.
- We involve parents and carers in their children's planning, through sharing their next steps, and parents receiving home observation sheets at least every half term.
- Termly Parents Evenings are held for Parents to meet their child's Key Person to discuss their child's development. Opportunities are offered where parents are unable to attend these meetings.
- Staff can be contacted direct during opening hours on the Playcentre telephone number.
- We can be contacted at all times via email (see our **Playcentre Handbook** for contact information).

- We conduct an annual satisfaction survey of parents and children at the Playcentre to gain regular feedback.
- We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
- All of our staff wear name badges and uniforms in the form of polo shirts and sweat shirts with CP@W logo, so that children and parents can easily identify them.
- We always seek and obtain parental permission for outings, photographs, applying sun cream, etc.
- We can arrange for parental discussions with staff outside of Playcentre 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 Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end May 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Learning and Development Requirements [1.1, 1.3]; Areas of Learning and Development [1.11]; Safeguarding and Welfare Requirements [3.26]*

Community Playcentre @ Walberton

Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. At Community Playcentre @ Walberton 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, Community Playcentre @ Walberton 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 Community Playcentre @ Walberton 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 Community Playcentre @ Walberton 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 Playcentre Manager/Chair of Trustees any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

In summary

Avoid Whenever possible, avoid manual handling situations.

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

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

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

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed: Chair Trustees CP@W 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding and Welfare Requirements: Staff Qualifications, training, support and skills [3.18-3.19, 3.22]

Community Playcentre @ Walberton

Missing Child Procedure

At Community Playcentre @ Walberton, 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 Playcentre to the playground, school, village hall).

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 (via the 999 emergency service). The manager will then contact the child's parents or carers.
- Staff will continue to search for 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 Playcentre with child/adult ratios maintained.
- 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: (non-emergency number) 01273 470 101

Social Care: 01403 229900 (weekdays between 5pm & 8am 01903 694422)

Ofsted: 0300 123 1231

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage(2014):Safeguarding and Welfare Requirements: Information for parents and carers [3.72]* .

Community Playcentre @ Walberton

Mission Statement

Community Playcentre @ Walberton 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

Community Playcentre @ Walberton 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 Playcentre 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 West Sussex Childrens Services

This statement was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Learning and Development Requirements [1.1]; Safeguarding and Welfare Requirements: Child Protection [3.6]; Staff qualifications, training, support and skills [3.21-3.25, 3.27]; Information and Records [3.72];

*Promoting Good Health [3.42]; Equal Opportunities [3.66]; Safety and Suitability of Premises
Environment and Equipment [3.53]*

Community Playcentre @ Walberton

Mobile Phone and other Electrical Devices Policy

Community Playcentre @ Walberton fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of personal mobile phones or other devices that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of this Playcentre's policy ensures that we all:

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

Staff use of mobile phones, tablets etc.

Personal mobile phones, tablets etc. belonging to members of staff are kept in their bags, in the office, during working hours.

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

If a member of staff has a family emergency or similar and wishes to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy, but it may be more appropriate to receive a call on the Playcentre land line.

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

Children's use of mobile phones, tablets etc.

Children are not permitted to have mobile phones/tablets/laptops etc. in the Playcentre, and if they bring these items with them, they will be kept in the office, and returned to their parents at the end of their session. The Playcentre does not accept any responsibility for loss or damage to mobile phones brought to the Playcentre by the children.

Children must not use mobile phones or tablets to take photographs of any kind whilst at the Playcentre. If they want a photograph of a particular activity they can ask a member of staff to take one using the Playcentre camera.

Parents and Visitors' use of mobile phones, tablets, etc.

Parents and all other visitors must not use their mobile phone - or any other device - to take photographs within the Playcentre. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the Playcentre camera.

Parents will be discouraged from taking photographs at events, unless they ensure that only their own children are present, if a parent wishes to share that photograph on a social networking site, they should get the Playcentre Managers permission.

Related policies : - See also: Safeguarding Children policy.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4]*.

Community Playcentre @ Walberton

Pandemic Flu Policy

Community Playcentre @ Walberton recognises the importance of advanced planning in order to maintain services and limit the spread of flu within our setting.

Flu is a viral infection, spread from person to person by close contact. Symptoms may include:

Sudden fever	Limb and joint pain
Sudden cough	Diarrhoea or stomach upset
Headache	Sore throat
Tiredness	Runny nose
Chills	Sneezing
Aching muscles	Loss of appetite

Any child who becomes ill with symptoms which could be flu while at the Playcentre will be isolated from the other children until the child can be collected by his or her parents. The Playcentre will remain open but parents and staff will be informed, especially those in high-risk groups.

Any children or staff who are experiencing symptoms of flu should stay away from the Playcentre until all symptoms have passed and they feel well.

Infection control

The flu virus is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance (one metre or less).
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading the flu virus at the Playcentre by:

- Regular hand-washing
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Encouraging the children at the Playcentre to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At Community Playcentre @ Walberton we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Playcentre
- Dispose of waste promptly and hygienically
- Clean hard surfaces (e.g. door handles) with sanitizer regularly

- Provide tissues and suitable facilities for their disposal.
- Daily cleaning and termly deep cleans will be carried out when the Playcentre is closed.

Closure

The latest scientific advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing the Playcentre because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact West Sussex Children's Services for further support and guidance.

The Playcentre will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents and carers as soon as possible. The manager will also inform the local childcare information service as well as other relevant parties, e.g. feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Advance planning

In preparation for dealing with a pandemic disease, the Playcentre will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed as soon as an outbreak occurs.

We will also ensure that we have adequate measures in place to help support staff or children who are dealing with bereavement.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

The Playcentre will regularly update its information regarding pandemic diseases, by checking the latest guidance from DfE and the local authority, and will inform parents and staff of any changes to our emergency plans.

Useful contacts

West Sussex Childrens Services : 033022 27604

Ofsted: 0300 123 1231

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Health [3.42]*

Community Playcentre @ Walberton

Participation Policy

At Community Playcentre @ Walberton we believe that actively promoting the participation of children in the decision-making process, creates a sense of partnership and benefits everyone at the Playcentre: 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 Playcentre we actively consult the children and encourage them to participate in making decisions about the running of the Playcentre, 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 Playcentre 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 Playcentre 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.
- Preparing snacks themselves
- Selecting new equipment for the Playcentre
- Drawing up Playcentre rules
- Using our resource library to select toys or activities that are not already set out
- Using our regular questionnaire and feedback to request new resources, activities or other changes
- Conducting risk assessments

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end May 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Learning and Development Requirements [1.9]*

Community Playcentre @ Walberton

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 (2014)*, "Play is essential for children's development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults."

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

Facilitating play

We support and facilitate play by:

- Providing an environment which is safe and suitable for playing in.
- Setting up the Playcentre 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.
- Planning for individual needs through a play based approach to enhance their learning and development.

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 Playcentre 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 Playcentre.
- The resources used at the Playcentre promote positive images of different ethnic backgrounds, religions, and abilities, in line with our **Equalities** policy.
- The Playcentre has a selection of fiction and non-fiction books, suitable for all age ranges.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Areas of Learning and Development [1.9]; Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment [3.63]; Equal Opportunities [3.66]*

Community Playcentre @ Walberton

Risk Assessment Policy

Community Playcentre @ Walberton uses its risk assessment systems to ensure that the Playcentre 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 *EYFS Safeguarding and Welfare Requirements 2012*, the Playcentre 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:

- Daily to ensure resources and the environment are safe from hazards and are fit for purpose
- whenever there is any change to equipment or resources
- when there is any change to the Playcentre's premises
- when the particular needs of a child necessitates this.

Note that 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.

If changes are required to the Playcentre's policies or procedures as a result of the risk assessment, the manager will ensure that the relevant documents are updated and that all staff are informed.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. 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 Playcentre 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: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63]* .

Community Playcentre @ Walberton

Safe Recruitment Policy

Community Playcentre @ Walberton 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 both internally and externally, and any job advertisements will include a statement about our commitment to safeguarding children.

“Community Playcentre @ Walberton is an equal opportunities employer committed to building a “culture of safety” in which the children in our care are protected from abuse and harm.”

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 Playcentre’s current **Safeguarding Children** policy.
- a copy of the Playcentre’s current **Safe Recruitment** Policy.

The application form includes:

- instructions that the application form must be completed by hand, or printed with the accompanying Personal Statement and Declaration completed by hand.
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- 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)

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

Interview procedure

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

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

Whenever possible all candidates will also be asked to participate in a session with the children for an appropriate period of time, so that they can be observed interacting with the staff and children. In line with the requirements in the staff role this could include planning and evaluating the activity.

Where the staff role within the Playcentre does not require the staff member to be working with the children, e.g. administration, maintenance etc. the candidate may not be required to participate in an activity with the children, but could be required to demonstrate their ability practically within the setting.

When we have interviewed and observed all candidates, we will make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- send him or her a copy of the terms and conditions for the role, which would include the number of hours, rate of pay, and holiday entitlement.
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate. References will also be contacted by telephone to verify the reference we have received.
- 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
- ask the candidate questions in order to complete the Home Office Right to Work Checklist to establish their right to work in the UK
- ask the candidate to complete the Early Years and Childcare Staff Disqualification Declaration Form
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

Once we have received satisfactory and verified references, a DBS certificate for Community Playcentre @ Walberton, the Health Questionnaire, Disqualification Declaration Form and we are satisfied that the candidate has a right to work in the UK we will issue the new member of staff with two copies of their Contract, and Terms and Conditions with a Starter Information Form. The new member of staff will also be given copies of the Safeguarding Children Policy and Safe Recruitment Policy and the link to all the Playcentre Policies, with a Policy Confirmation Form to confirm that they have read and understood them.

Before starting work the new member of staff will be expected to return their signed

- "Terms and Conditions", and "Contract", which will be kept on file
- "Policy Confirmation Form" which 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**.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work supervised or unsupervised with the children on a regular basis, or who have access to children's information, including Trustees of CP@W. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them.

New staff will only be allowed to work supervised or *unsupervised* with children when we have had full sight of a satisfactory DBS certificate for them.

Only in exceptional circumstances, where we need to consider allowing a new member of staff to begin work after the application for a DBS certificate for Community Playcentre @ Walberton has been submitted, but prior to the completion of their DBS check, we will first complete a written risk assessment.

This written risk assessment will include the following :

a new enhanced DBS has been applied for

there are no unexplained gaps in the persons employment

the details of the existing DBS match the identity of the person concerned, using different identity documents to check D.O.B and address

the original DBS is less than 12 months old and is enhanced

the setting the DBS applies to confirms that no other information was released by a separate letter

the exceptional circumstances which require Community Playcentre to allow a new member of staff to begin working before they have received a DBS certificate for our setting

On completion of this written risk assessment, a decision will be made by the Trustees and Playcentre Manager.

If the Trustees and Manager decide to allow them to start work, **they will not be allowed any unsupervised access to the children or undertake any personal care of any child, until we have seen and reviewed their DBS certificate for the Playcentre.**

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**. We will review the DBS checks for all staff every year, and if the staff members DBS status changes, or we receive any information that suggests the person may no longer be suitable, we reserve the right to repeat the DBS check.

Disqualification

The Playcentre will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified we will terminate their employment. Staff are regularly required to complete the Early Years and Childcare Disqualification Declaration Form during their employment by Community Playcentre @ Walberton.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the ability 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.

This policy was adopted by : The Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Suitable people [3.9-3.16]; Staff qualifications, training, support and skills [3.21-3.25]. and Disclosure and Barring Service(DBS) checks for childcare providers who register with Ofsted -Ref no. 090103 :September 2014*

Community Playcentre @ Walberton

Safeguarding Children Policy

Community Playcentre @ Walberton is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Playcentre will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Playcentre's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Playcentre's designated **Child Protection Officer (CPO)** is the Playcentre Manager. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, the LSCB and Ofsted). The designated person will have undergone relevant training and additional safeguarding training. In line with Ofsted requirements the Deputy Manager, and Senior Early Years Practitioner will also undergo additional safeguarding training, in order that there will always be a member of staff present who has undertaken the designated Child Protection training.

All staff will undergo compulsory safeguarding training, as part of their induction, and safeguarding training will be repeated annually. An unregistered adult will never be left alone with a child or group, and the Playcentre Visitor Policy will be followed at all times.

The Playcentre will provide activities and recognise opportunities that will enable children to develop an understanding of personal safety and to express their own feelings and fears.

The Counter Terrorism and Security Act 2015 places a duty on certain specified authorities and organisations to prevent people from being drawn into terrorism. This duty is known as "**Prevent Duty**" and applies to all Ofsted registered child care settings.

Prevent Duty

All Early Years Practitioner staff at the Playcentre undergo external training to be able to identify children who may be vulnerable to radicalisation, and know what to do when identified. Staff also build up children's resilience to radicalisation by actively promoting fundamental British values. Senior staff evaluate children's vulnerability through an audit taking into account the variety of sources that a child can be drawn into radicalisation such as, from within the family, wider community, and online media. Technology within the setting is secured and certain sites are restricted from use under the Playcentre's security package. Staff regularly monitor use of the computers with all the ages of the children who use the Playcentre, and ensure the screens are visible at all times.

British Values

Staff actively encourage children to be democratic and follow the rules in the setting. Children are taught to respect each other and their opinions, help each other, understand right from wrong, and treat each other equally. Staff role model positive behaviour to promote British values, and work to ensure that children are treated as individuals, and know that we are all special in different ways.

Forms of child abuse and neglect

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

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

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

If abuse is suspected or disclosed

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

- Reassure the child that they were not to blame and were right to speak out
- 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 incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Playcentre is obliged to and the incident will be logged accordingly.

The Playcentre staff are vigilant in recognising possible suspected injuries to non-mobile babies. Parents explanations may be logged and responded to if deemed necessary.

Logging an incident

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

The record will be given to the Playcentre's CPO who will decide whether they need to contact Social Care or make a referral. If other members of staff think that the incident has not been adequately followed up, they may call Social Care themselves.

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) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Playcentre will act upon their advice.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- All staff will be observant of other staff members and any changes in their behaviour.
- **Promoting awareness among staff**

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

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the Safeguarding File which is kept in the Office, in the Playcentre.
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2012)'.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the Playcentre camera will be used to take photographs of children at the Playcentre, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Playcentre. Consent will be obtained for photographs to be published in newspapers. All photographs will be stored on a secure computer system which is only accessible by staff.

Contact numbers

Social Care: Childrens Access Point (CAP) 01403 229900

Out of hours contact: 01903 694422 (weekdays between 5pm and 8am)

LADO (Local Authority Designated Officer): 01403 642962

LSCB (Local Safeguarding Children Board): West Sussex LSCB 01243 642965

Ofsted: 0300 123 1231

Police: 084506070999

NSPCC: 0808 800 500

This policy was adopted by: The Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].*

Community Playcentre @ Walberton

Smoking, Alcohol and Drugs

Smoking

Smoking is not permitted anywhere on the premises of Community Playcentre @ Walberton, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes in their possession while at the Playcentre, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

Alcohol

Anyone who arrives at the Playcentre 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 Playcentre, 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 Playcentre's premises.

Drugs

Anyone who arrives at the Playcentre clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, they will be given a written warning in the first instance or stage 3 disciplinary procedures will follow.

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

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored wherever possible, securely in the Office, and out of reach of children at all times.

Safeguarding children

All members of staff have a duty to inform the Playcentre manager and the designated Child Protection Officer (CPO) 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 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 should be called.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end May 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55] and Suitable people [3.17].*

Community Playcentre @ Walberton

Snow, & Extreme Weather Closure Policy

In the event of severe snow, or extreme weather conditions, the Playcentre Manager or Deputy Manager will make the decision in consultation with the Nominated Trustee at 7.15am as to whether to close the Playcentre.

In the event of severe snow, or extreme weather conditions, Walberton & Binsted School Business Manager will make the decision at 7.30 a.m. as to whether to close the school.

In the event of severe snow or extreme weather conditions the first member of Playcentre staff to arrive, will check the answerphone, and answer any calls.

The School Business Manager will telephone the Playcentre to state the school will be closed, in the event the Playcentre telephone is not answered she will work through a list of contact numbers to ensure the Playcentre Manager / Deputy is aware of the closure decision. (The school has contact nos. for the Playcentre Manager, Playcentre Deputy, and Nominated Trustee)

When the Playcentre is informed that the school is closed for the day, the Playcentre Manager/ Deputy Manager/ Nominated Trustee will make the decision as to whether the Playcentre will also be closed. If the weather conditions are such, that the necessary ratio of staff to children will be unable to be achieved, the Playcentre Manager in consultation with the Nominated Trustee will take the decision to close the Playcentre for the day.

Staff members present will then take the following actions:

- List the children on the attached record sheet that are expected for Breakfast Club, all Nursery sessions, and After School Club.
- Contact parents of any child who has already been left at the Playcentre, asking them to arrange to collect their child.
- Then contact parents of children in the order of their normal arrival times.
- Telephone each parent to inform them that the school and Playcentre is closed, and consequently there will not be any Breakfast club, Nursery or After School Club sessions.
- Try home phone number first, followed by mobiles for each parent. If there is no response use emergency contacts for child in their Individual Record.
- Record on the record sheet which phone number has been tried, and that you have spoken to the parent, and any arrangements agreed.
- If any parent arrives with their child, explain to the parent that the school and Playcentre has been closed, and their child cannot be left at the Playcentre.

- Staff will ensure that the children already in the Playcentre are fully supervised and occupied until they are collected, during the time a member of staff is contacting parents.
- When every parent of every child due to attend that day, has been contacted, and there are no children on the premises, the Senior member of staff must report to the Playcentre Manager or Nominated Trustee that all parents have been contacted, and no children are present. The Playcentre Manager/Nominated Trustee will then give permission for the Close Down procedure to be carried out and all staff to leave the building.

This procedure will be carried out the following day, if the extreme weather continues.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Community Playcentre @ Walberton

Social Media Policy

Community Playcentre @ Walberton recognises the benefit in using social media to communicate with users and interested parties, and also 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 Playcentre, as well as ensuring that our good reputation is upheld.

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

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

Social Media/Website Rules

Community Playcentre @ Walberton Communications

Access to the Playcentre website and social media accounts is strictly controlled with only authorised users making updates and changes.

When using social media sites/websites, authorised users must not:

- Post anything that could damage our Playcentre's reputation
- Post anything that could offend other members of staff, parents, or children using our Playcentre.
- Publish any photographs of staff or children that have not signed the necessary authorisation forms.
- Discuss with parents any issues relating to their child or our Playcentre, but instead invite the parent to raise the issue(s) when they are next at the Playcentre, or to contact the Playcentre Manager if the matter is more urgent.

Staff Using Social Media

Staff must remember that they are ambassadors for our Playcentre both within and outside of working hours, and are expected to conduct themselves accordingly when using social media sites.

When using social media sites, staff must not:

- Post anything that could damage our Playcentre's reputation.
- Post anything that could offend other members of staff, parents or children using our Playcentre.
- Publish any photographs or materials that could identify the children or our Playcentre.
- 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 Playcentre. Instead invite the parent to raise the issue when they are next at the Playcentre, 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 Playcentre 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](#), [Confidentiality policy](#), [Staff Disciplinary policy](#), [Safeguarding policy](#).

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Community Playcentre @ Walberton

Staff Disciplinary Procedure

Community Playcentre @ Walberton 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.

Minor offences

The Playcentre 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.

Stage 1: Formal verbal warning

The Playcentre Manager, and the Nominated Trustee, will give the member of staff a formal verbal warning which must include:

- the reason for the warning
- that this is the first stage of the disciplinary procedure
- an explanation of their right to appeal.

A note of the warning will be kept on the staff member's personnel file, but it will be disregarded after six months if their performance or conduct is satisfactory.

Stage 2: First written warning

If the offence is a serious one, or if there is no improvement, the Playcentre Manager and Nominated Trustee will give the member of staff a written warning which must:

- give details of the complaint
- warn that a final written warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of Playcentre rules
- explain their right to appeal.

A copy of the written warning will be kept on their personnel file but will be disregarded after 12 months if their performance or conduct is satisfactory.

Stage 3: Final written warning

If there is still no improvement in the staff member's performance, the Manager and the Nominated Trustee, will make the all the Trustees aware, and the Trustees will give them a final written warning which:

- gives details of the complaint
- warns that dismissal will result if there is no satisfactory improvement
- explains their right to appeal.

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.

Stage 4: Dismissal

If, during the period of the final written warning, there is a further breach of Playcentre rules, or if the member of staff's performance has still not improved, dismissal will normally result. The Trustees and Playcentre Manager will give the member of staff written reasons for the dismissal, the date on which their employment ends and information about their right to appeal.

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 an unfit person 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.

Appeals

A member of staff wishing to appeal against a disciplinary decision must do so in writing 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. Two other Trustees, wherever possible who were not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2017	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)* :*Safeguarding and Welfare Requirements: Suitable people [3.9-3.13] and Disqualification [3.14] and Staff qualifications, training, support and skills [3.20].*

Community Playcentre @ Walberton

Staff Grievance Policy

At Community Playcentre @ Walberton 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 Playcentre. When such issues arise we encourage staff to discuss them with the Manager as soon as possible so that they can be quickly resolved. Grievances left unaided lead to unmotivated staff and a poor working environment.

All members of staff have the right to raise a grievance about issues that arise from their work within the Playcentre 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 Playcentre, 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 by informal discussions with the member of staff. If the member of staff feels unable to discuss the issue with the manager, then they should contact the nominated trustee.

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 Playcentre will be represented by the Chair of the Trustees.

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 and appeals

The Trustees 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 Trustees 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.

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.

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.**

Useful Telephone Contact Number : ACAS 0300 123110 - Employed Staff Advice line -Free

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end February 2018	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*
:Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.19-3.20].

Staff Grievance - 20172

Community Playcentre @ Walberton

Staff Induction and Development

Each new member of staff at Community Playcentre @ Walberton receives a copy of the main policies, and a link to all of the Playcentre's policies and procedures. Within the first month of their employment, the CP@W Trustees will discuss the practical implications of the Playcentre'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 Playcentre'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 Playcentre etc. and identification of any known hazards
- Thorough briefing about the Playcentre's Safeguarding, Child Protection Policy and Procedures and about our Equalities Policy and ethos.
- Location of Playcentre records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Playcentre
- Explanation of the Playcentre'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 Playcentre and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- online training courses including Safeguarding, Health & Safety, Manual Handling, Food Safety, and Fire Safety.
- 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 Community Playcentre @ Walberton Nominated Trustees will hold an annual appraisal meeting with the Playcentre Manager. The Playcentre 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 CP@W Nominated Trustee will hold quarterly reviews with the Playcentre Manager to monitor and plan for their professional development, and progress, with regards to targets set, issues raised, during their annual appraisals. The Playcentre 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. All training will be recorded for action and discussed with those responsible if funding is available.

Training

The Playcentre 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 the Playcentre Manager.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held regularly, on a day to be agreed once staff are appointed. Staff will be given an opportunity to regularly meet with the Playcentre Manager and Nominated Trustee.

Students

- Written confirmation from the course provider or school that they are a student in need of placement will be provided.
- All students are briefed on the settings policies and procedures.
- Students are supervised at all times by a member of staff and are not left alone with a child or group.
- Parental consent will be needed for any students needing to observe children as part of their coursework.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.18-3.20 and 3.22]*.

Community Playcentre @ Walberton

Staff Uniform Policy

Staff are required in accordance with “West Sussex County Guidance on Safer Working Practice for all staff working in Education settings” to ensure that they are dressed “decently, safely and appropriately for the tasks they undertake”.

It states that staff dress should:

- Promote a positive professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not cause embarrassment or misunderstanding

All Playcentre staff are expected to be smart in appearance, and role models for the setting and the children.

Staff are required to wear smart black or navy trousers.

Short skirts, revealing low cut tops or tight clothing such as leggings are considered unacceptable.

Staff are also required to wear a polo shirt or blouse with the Playcentre logo.

On certain occasions, staff can wear clothes more suitable for the event or occasion, such as fancy dress days, charity days, or training sessions. The Playcentre Manager will ensure all staff are aware of the occasions that this is acceptable.

Staff who have tattoos or body piercing should wear clothes that ensure they are not visible to children. No studs are worn in facial piercings during the Playcentre day, or at formal events attended by children, parents or outside agencies.

In hot weather, staff wish to remain cool but are asked to be aware of inappropriate clothing such as thin strap tops and small shorts.

All staff are required to wear smart flat shoes. No open toed shoes such as flip flops should be worn.

Should staff not comply with the settings dress code, the Playcentre Manager will ask them to explain why they are not following these requirements. If the Manager considers the employee does not have good reason for not complying, the Manager will give them adequate time to improve their appearance before considering disciplinary action.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W

Community Playcentre @ Walberton

Suspensions and Exclusions Policy

Community Playcentre @ Walberton 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:

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

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

We will only suspend or exclude a child from the Playcentre 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/ Nominated Trustee's agreement.

The Playcentre may temporarily suspend the child for a period of up to 15 consecutive days. If the Playcentre 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 Playcentre Manager and Nominated Trustee will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the Playcentre.

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 Playcentre, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right of appeal to the CP@W Trustees, against the exclusion within 14 days of receiving written notification of the exclusion.

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Managing Behaviour [3.50-3.51]*.

Community Playcentre @ Walberton

Uncollected Children Policy

Community Playcentre @ Walberton 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 Playcentre 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

- If a parent or carer is more than 15 minutes late in collecting their child, and the parent has not made any contact, the Manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Playcentre immediately. The Manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call the Playcentre to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the 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.
- The child will remain in the care of two of the Playcentre's staff, on the Playcentre's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- In the unlikely event that it is not possible for the child to remain on the Playcentre's premises, a note will be left on the door of the Playcentre informing the child's parent or carer where the child has been taken (eg to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The 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 Playcentre.

Useful contacts

Social Care 01403 229900 (weekdays between 5pm & 8am 01903 694422)

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end end October 2019	Signed:  Chair Trustees CP@W

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.72]*

Uncollected children-20171

Community Playcentre @ Walberton

Visitors Policy

Community Playcentre @ Walberton 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 Playcentre Manager or Senior Member of Staff.
- The reason for visit will be recorded.
- Visitors will never be left alone or unsupervised with the children.
- If a visitor has no reason to be on the Club's premises staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an **Incident Record** will be completed and the manager will be immediately notified.
- When a visitor leaves the premises, we will record the time of departure on the **Visitor Log**

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed :  Chair Trustees CP@W

.Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.61]*.

Community Playcentre @ Walberton

Whistleblowing Policy

Community Playcentre @ Walberton is committed to the highest standards of openness, honesty, and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the Playcentre they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

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

This policy should not be used to question business decisions made by the Playcentre, or Trustees, 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**.

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 Playcentre's manager. If, due to the nature of the problem, this is not possible, concerns should be raised with the CP@W Trustees and consult your local authority for advice.

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 Playcentre)
- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Playcentre'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 should contact the whistle-blowing charity PCAW (Public Concern at Work) 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 Playcentre 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): 01243 642962

Local Authority : Childrens Sevices, Early Childhood Service, West Sussex County Council
Littlehampton CFC. Clun Road, Littlehampton, BN17 7DZ
033022 27604

LSCB (Local Safeguarding Children Board): West Sussex LSCB 01243 642965
Email : lscb@westsussex.gov.uk

Ofsted: 0300 123 1231

PCAW (Public Concern at Work): 020 7404 6609

This policy was adopted by: Community Playcentre @ Walberton	Date: 10 th February 2017
To be reviewed: by end October 2019	Signed:  Chair Trustees CP@W