

3.1₁

SAFEGUARDING AND WELFARE POLICY

NAME OF ORGANISATION: Out of Hours Kids' Club Ltd

CORE BUSINESS

Out of Hours Kids' Club Ltd operates after school provision at three sites in South Liverpool. We also provide breakfast club at these sites.

Out of Hours Kids' Club provides Lost Children Welfare points at events organised by Liverpool City Council.

Out of Hours Kids' Club aims to ensure children are happy, healthy, safe and secure; that their individual needs are met and that they have positive relationships with each other and with the staff who care for them.

Out of Hours Kids' Club is committed to safeguarding and promoting the welfare of the children in our care and we expect all staff and volunteers to share in this commitment.

Our Safeguarding Policy is central to all the work we do and the procedures we follow are in operation at each of our three sites.

Our Safeguarding Policy forms part of the terms and conditions of service and applies to all activities of Out of Hours Kids' Club where children and young people under 18 years of age are present, and to all working in such activities, whether as an employee, volunteer, management representative or other.

We are legally bound by Liverpool Safeguarding Partnership guidelines and by Ofsted to report any concerns we may have regarding the children at any of our settings or at events where our staff are working at the welfare points.

Out of Hours Kids' Club Ltd

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play".

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SAFEGUARDING ACTION PLAN

Out of Hours Kids' Club complies with all the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage and the safety and welfare of children is central to all our work.

To achieve this, we will:

- Maintain a safe secure environment
- Follow procedures to safeguard children
- Ensure the suitability of adults working for us
- Promote children's good health
- Promote positive relationships
- Develop enabling environments
- Maintain records, policies and procedures

These aims will be achieved by:

- A Designated Safeguarding Lead is appointed to oversee all safeguarding concerns for the company. During Liverpool City Council events this role will be undertaken by the nominated member of staff in charge.
- All staff will be DBS (Disclosure and Barring Service) checked with enhanced checks and will also complete a declaration of Disclosure by Association.
- Staff awaiting DBS checks and references will not have contact with the children in our settings.
- Access on site will be restricted to Out of Hours Kids' Club staff, school staff, parents and authorised visitors. A member of our staff will always accompany security or emergency services and other visitors.
- At each council event staff will have a copy of the flow chart 'How to Deal with Concerns' (page 43 of this file) and the booklet 'What to do if you are worried a child is being abused - summary'. Staff will also be aware of Out of Hours Kids' Club safeguarding procedures. A copy of the City Councils Lost Children Policy is provided to staff working events for guidance.

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SAFEGUARDING ACTION PLAN

- Staff at all afterschool and breakfast clubs will have the Out of Hours Kids' Club Safeguarding Policy to refer to, and a copy of the Liverpool Safeguarding Children Partnership, Safeguarding Procedures Manual will be kept in the administration office so that it can be used to update as a guide to update policies and procedures.
- Any person/staff or parent/carer who is concerned that a child is displaying signs that something is wrong should discuss the matter privately with the manager or a nominated member of staff.
- All staff should be fully aware of the Safeguarding Policy of Out of Hours Kids' Club and be familiar with the procedures that will be followed if concerns are raised.
- Staff will be given an outline of our safeguarding procedures at their induction.
- All staff will be supported in their actions where they act within the company guidelines.
- Staff will not discuss sensitive information from Out of Hours Kids' Club in the wider public area. Such information will only be shared with the relevant people.
- Parents/carers will be informed of our safeguarding policies and procedures in our site information pack and signposted to our policies and procedures file

3.2₁

WHISTLE BLOWING/OPEN DOOR POLICY

Staff and volunteers of Out of Hours Kids' Club are encouraged to voice any concerns they may have in respect of any actions by managers, staff or volunteers of Out of Hours Kids' Club.

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation. (NSPCC)

Raising a concern is known as "blowing the whistle" and is a vital process for identifying risk to people's safety. (NSPCC)

Sharing information or talking through a concern can be the first step to helping an organisation identify problems and improve their practices. (NSPCC)

The full Whistle Blowing policy is located in Section 2 pages 54 - 59

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CHILD PROTECTION POLICY

Child abuse may manifest in many ways, some overt and others much less so. Out of Hours Kids' Club staff must be alert to any issues of concern in the lives of the children we care for whether this is at the child's home or elsewhere.

Information below is taken from Keeping children safe in education 2023

"Abuse: a form of maltreatment of a child. Somebody may abuse or neglect by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse".

"Child-on-child abuse"

"All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school and online. All staff should be clear as to the clubs policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it".

"All staff should understand that even if there are no reports in their schools it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or a deputy)".

"Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse".

"Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Both **CCE** and **CSE** are forms of abuse that occur where an individual or group take advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. **CSE** and **CCE** can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation".

"Child Criminal Exploitation (CCE)

"Some specific forms of **CCE** can include children being forced or manipulated into transporting drugs or money through county lines.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families)".

"Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example: rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing, it may include non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual images or

watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet".

"**CSE** can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media".

"**Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, wellbeing, development, and ability to learn".

"**Female Genital Mutilation (FGM)**

Whilst all staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (**FGM**), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of **FGM** appears to have been carried out on a girl under the age of 18, the teacher must report this to the police".

"**Mental Health**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation".

These concerns must be dealt with in line with the guidance provided by Liverpool Safeguarding Children Board and Keeping children safe in education 2023.

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3.3₂

REPORTING AND RECORDING CONCERNS

If a member of staff has concerns about children or young people at their site, they should make a verbal report of their concerns to the Site Manager.

Concerns may have arisen because the child has made a full or partial disclosure of abuse or staff have heard or seen something which gives cause for concern.

The site manager may ask staff to make a written report on a Kids' Club Cause for Concern Sheet. The site manager will inform the Designated Safeguarding Lead at this point.

It is important when writing a report that staff outline, in detail, what was observed, heard, reported and alleged *verbatim*. Words quoted from the child are important, as is the retention of anything which gave cause for concern such as a drawing, painting or a piece of writing. The member of staff will sign and date the cause for concern sheet. Any other staff who witnessed the same or similar incidents will be asked to write a cause for concern sheet and these will be signed and countersigned.

The Site Manager or their Deputy will countersign the cause for concern sheet. These reports should be written by the next working day after the event to ensure accuracy.

The Site Manager will ensure all reports are cross-referenced and dealt with as one.

Advice may be sought from Careline by the Designated Safeguarding Lead as to what other action may be required.

3.3₂

REPORTING AND RECORDING CONCERNS

Although many reports may appear to be minor in nature, it is still important to treat them with due process. In many cases there will already be information within the setting concerning a child or a related child and the following procedures should be applied:

- The Site Manager will ensure the Designated Safeguarding Lead has as much background information or supplementary detail about a child or an incident as possible.
- The Designated Safeguarding Lead will keep records in a way that will enable appropriate cross-referencing of reports.
- The aim should be that any persistent pattern is identified as soon as is possible.
- Discussions about a cause for concern will be recorded with a copy going to the MD and a copy filed in the appropriate restricted files.
- If the Designated Safeguarding Lead considers a child is suffering from or likely to suffer from significant harm, they should refer the matters to Careline, LADO Designated Officer and inform the MD. In all cases the MD/Responsible person (Victoria McBride) will be kept informed about action taken to involve outside agencies.
- Advice and guidance may be sought from the LSP and Careline to determine the best way to proceed in each situation.

3.3₂

REPORTING AND RECORDING CONCERNS

In the case of a child believed to be suffering or likely to suffer from significant harm the Designated Safeguarding Lead will take appropriate action as follows:

- An immediate report will be made to the Lado Designated Officer at Careline Children's Services and/or the police.
- The police will be involved in any situation where the child is perceived to be in immediate danger, or we have reason to believe a criminal act has been committed.
- If a Duty Officer cannot be located the police would be informed of the problem.
- Where a child could be at imminent risk of harm or injury the Designated Safeguarding Lead is authorised to make a complaint to the police in order to secure immediate action and the protection of the child.

It should be borne in mind that most incidents dealt with by Out of Hours Kids' Club will not require action as in the scenarios above. However, staff must be aware of the procedures to follow when a more serious incident arises.

Where a concern has been raised and it is decided that a referral may be the most appropriate response the Designated Safeguarding Lead will discuss concerns informally with Careline Children's Services

There may be situations arising from incident reports that will not require the urgent formal reporting of concerns. In such circumstances the Designated Safeguarding Lead should not hesitate to contact Careline Children's Services if it is felt a meeting would be necessary or further advice may be useful.

All concerns and referrals will be kept confidential and filed in a separate file with access restricted to senior staff.

3.3₂ REPORTING AND RECORDING CONCERNS

Feedback

Staff will want to be assured that, having raised a concern, appropriate action has been taken. The Designated Safeguarding Lead and the MD should always attempt to give feedback from a reporting situation as soon as is appropriate while maintaining confidentiality is ensured.

The Designated Safeguarding Lead may themselves be short of information once a report has been made to Careline Children's Services or the Police, who for reasons of confidentiality may be unable to give specific details.

However, the Designated Safeguarding Lead should ask for a description of the progress of the report and is entitled to be kept up to date as far as confidentiality can be assured.

3.4₁

LEAD PRACTITIONER'S ROLE

The management will appoint one of the permanent members of staff as the Designated Safeguarding Lead for all aspects of safeguarding awareness and implementation of the Child Protection Policy.

The Designated Safeguarding Lead will be responsible to the management for:

- Ensuring that this policy is implemented throughout the Company's activities
- Ensuring all necessary safeguarding related enquiries, procedures and investigations are carried out
- Reporting results of screening enquiries, limiting access to secure records and preserving a 'need to know' level of confidentiality
- Ensuring secure and confidential records relating to safeguarding matters
- Liaison with the site managers and nominated member of staff at council events to ensure implementation of the policy by all staff and volunteers
- Liaison with Careline Children's Services at an informal and formal level on safeguarding matters, and with the Police
- The reporting to all meetings of the Management on the implementation of the safeguarding policy
- The reporting of allegations and concerns of abuse to the appropriate authorities
- Ensuring there is adequate induction and training related to safeguarding matters
- Ensuring that each activity carried out by the Company is sound in terms of safeguarding as regards personnel, practices and premises

3.4₁

LEAD PRACTITIONER'S ROLE

- Checking all incident reports made by staff and volunteers, countersigning them and making such reference to authority as appropriate
- Ensuring the Registered Person is informed of referrals to outside agencies
- Informing Ofsted of any incidents where appropriate

Senior Managers and Site Managers will attend Safeguarding Training as recommended by Liverpool Children and Families Information Service team. Such training will help staff to identify, understand and respond to signs of possible abuse.

Training will also be accessed through High Speed Training - online Designated Safeguarding Lead Training.

3.5₁

DISQUALIFICATION POLICY

A registered provider or a childcare worker may be disqualified from registration.

In the event of disqualification of the Registered Person or a person living in the same household as the Registered Person, the provider must not continue as an early year's provider, nor be directly concerned in the management of the provision.

Where Out of Hours Kids' Club becomes aware of information which may lead to the disqualification of an employee, the management will take appropriate action to ensure the safety of children. In the event of disqualification of an employee in an early year setting, Out of Hours Kids' Club would not continue to employ that person.

It is a requirement for staff to provide relevant information about a person who lives or works in the same household as them. This is to help guard against employing an individual living in the same household as someone who may pose a risk to children and so the employee may pose a risk 'by association'.

Where information is provided that a member of an employee's household **may** pose such a risk, the employee will have to apply to Ofsted for a waiver. Whilst Ofsted consider the waiver application the employee will not be permitted to work in any of our settings.

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3.6₁

INFORMING OFSTED POLICY

Out of Hours Kids' Club will notify Ofsted of any allegations of serious harm or abuse by any member of its staff, whether the allegations relate to harm or abuse committed on the premises or elsewhere.

The Registered Person - Managing Director Vicky McBride - will also inform Ofsted of any action taken in respect of allegations against a member of staff. This will be done as soon as reasonably practical but at the latest within 14 days of the allegations being made.

Failure to comply with this requirement will be an offence.

INFORMATION TO BE PROVIDED TO OFSTED

Out of Hours Kids' Club is also obliged to provide Ofsted with the following information:

- Details of any order, determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other grounds for disqualification arose
- The body or court which made the order, determination or conviction and the sentence (if any) imposed
- A certified copy of the relevant court order (in relation to an order or conviction)

3.6₁

**INFORMING OFSTED POLICY
TIMESCALE FOR INFORMATION TO BE
PROVIDED TO OFSTED**

The information listed in 3.6₁ (see above) must be provided to Ofsted as soon as reasonably practicable, but at least within 14 days of the date Out of Hours Kids' Club became aware of the information or ought reasonably to have become aware of it had the company made reasonable enquiries.

**INFORMATION TO BE PROVIDED TO OFSTED REGARDING
SERIOUS ACCIDENT, ILLNESS OR INJURY TO OR DEATH
OF A CHILD**

In the event of any serious accident, illness or injury to, or the death of a child while in the care of Out of Hours Kids' Club the Registered Person must notify Ofsted of the details of the incident and the action taken.

This notification must be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

Failure to notify Ofsted would be an offence.

Local child protection agencies would also need to be informed of any such incidents.

3.7₁

GOOD HEALTH POLICY

Out of Hours Kids' Club will promote the good health of children in our care. This will be achieved by a combination of policies and procedures.

We will do this by various means such as;

- Having staff trained in First Aid and Paediatric First Aid who can attend to children if they have an accident or become ill during the session
- Having in place risk assessments for all day to day activities
- Doing daily checks to ensure the premises and the activities provided follow best practice guidelines
- Administering medicine for children with long term illness or for those taking medicines such as antibiotics which need to be taken at regular intervals. Staff will always adhere to our Administration of Medicine policy
- Encouraging children to drink water when they want and especially during hot weather
- Providing healthy, nutritious snacks that do not contain excessive amounts of sugar, fat or salt
- Promoting good hygiene routines by encouraging children to wash their hands before eating and after using the toilet
- Ensuring food and drinks provided meets children's needs by asking for information from parents about their child's medical needs, cultural requirements, allergies etc.
- Ensuring children do not expose themselves for long periods to extremes of weather

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3.7₂

GOOD HEALTH PROCEDURES

Hygiene in the club

Out of Hours Kids' Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises to minimise the risks posed to children, staff and other visitors.

The manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

To ensure good health in our settings Out of Hours Kids' Club will carry out checks to ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children.

The manager and all staff will be vigilant to any potential threats to good hygiene in the club. To this end, a generally clean and tidy environment will always be maintained.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely in a separate tied bag, and all bins will be covered.
- Food storage facilities will be regularly and thoroughly cleaned.

3.7₂

GOOD HEALTH PROCEDURES

- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Additionally, staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking and serving food or drink at the club.

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using any cleaning products and wash their hands thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

Spills on floors will be dealt with immediately by the person nearest to the spills and yellow warning triangles will be placed over the area if the floor is still damp after the spill has been dealt with.

3.7₂

GOOD HEALTH PROCEDURES

First Aid and Hygiene

The designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before - time permitting - and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

Personal hygiene

In all circumstances all Out of Hours Kids' Club staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink
- Washing hands after using the toilet
- Encouraging children to adopt these same routines
- Covering cuts and abrasions while on the premises
- Keeping long hair tied back
- Taking any other steps that are likely to minimise the spread of infections
- Monitoring the behaviour of children to best be able to identify changes in behaviour which may indicate the onset of illness
 - Informing other parents if we are made aware of children who have head lice (parents would not be made of the identity of the child)
 - Having regular fire drills to ensure children are familiar with the routine and escape routes
 - Having regular breaks from the sun during hot weather and applying sun cream as and when needed.

3.7₂

GOOD HEALTH PROCEDURES

If children become ill during the session or arrive from school feeling unwell the following measures will be taken;

- Staff will check with school staff how the child had been during the day i.e. showing any signs and symptoms of illness
- Staff will ask the child for details of any signs or symptoms of illness
- Staff will observe the child to see if their behaviour indicates they are unwell
- If children have diarrhoea staff should ensure they have speedy access to a toilet. If the child is nauseous a bowl will be provided for the child.
- Staff should ascertain if the child would like to lie down in a quiet area and provide a comfortable area for this
- A child who wishes to lie down must be monitored frequently by a member of staff
- A decision should be made by the manager whether to contact the child's parent / carer dependent upon the child's condition
- Appropriate action should be taken to prevent the spread of infection

3.8₁

FIRST AID AND ACCIDENT POLICY

Out of Hours Kids' Club is committed to promoting and ensuring the health and safety of the children who use our clubs, the staff who work there and the parents/carers and visitors who have occasion to call into our clubs.

We have procedures in place for responding to children who are ill or infectious.

We provide staff trained to administer paediatric first aid and first aid at work.

We take the steps necessary to prevent the spread of infection and we will take appropriate action to support children who become ill.

Covid-19 Practices that we will use. (Currently not in use)

We have carried out risk assessments in relation to all aspects of Covid-19. We have clear procedures in place to ensure that we keep ourselves and the children in our care as safe as we can. Staff have been provided with additional PPE and hand sanitiser and social distancing measures have been put in place at all settings.

We are working closely with the schools where we operate to ensure that we are all adhering to the same set of procedures.

We are recording information clearly so that we can trace the contacts that a member of staff has been in contact with easily.

Children have been placed into either Year or Class bubbles depending on the setting and a member of staff has been identified as providing support for each of the bubbles.

Sometimes a member of staff may provide support for more than one bubble during a session, but they must always ensure that they keep a 2-metre distance from the children.

Out of Hours Kids' Club Ltd

We have implemented robust reporting measures to enable us to capture all of the relevant information that we would need in the event of a member of staff having to self-isolate or stay off as they have Covid-19.

All staff have been issued with a letter explaining what they must do in the following instances:

- A staff member who has Covid-19 symptoms*
- A staff member who has been contacted by test and trace or who has had contact with a positive case*
- A staff member who has been informed of a positive case which may affect their household*

3.8₂

FIRST AID AND ACCIDENT PROCEDURES

Each Out of Hours Kids' Club sites will have a first aid box which is fully equipped and easily accessible to staff.

The contents of the first aid box will be suitable for use for children and for adults.

The Site Manager will be responsible for checking that the first aid box is fully stocked.

The Site Manager and Deputy Site Manager at each site will hold a current First Aid at Work Certificate and all other staff will either hold or be in the process of gaining a Paediatric First Aid certificate.

All staff are offered Paediatric First Aid training after their probationary period has ended.

All accidents are fully recorded in the accident book and the pages filed appropriately in the office.

All accidents and first aid treatment given is reported to parents/carers on their arrival.

Parents will be asked to sign the accident book on the day of their child's accident or as soon as reasonably practical.

All head injuries or other serious accidents or symptoms of serious illness will be reported to the parents/carers immediately by phone.

Specific medical requirements of each child must be entered on their registration form. All staff should be aware of such details.

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3.8₃

ADMINISTRATION OF MEDICINE POLICY

Out of Hours Kids' Club are committed to promoting the health and safety of the children in our settings.

To this end we will administer medicine for children with long term illnesses or for those taking medicines such as antibiotics which need to be taken at regular intervals. Wherever possible, children who are prescribed medicine should receive their doses at home. If it is necessary for children to take medicine while at Kids' Club, we will accommodate this if the following conditions are met.

- We must have written/signed consent from the parents/carers
- The medication package should include all relevant information:
 1. Name of the child
 2. Name of the medicine
 3. Dosage
 4. Time of dosage
 5. Date

The staff member administering medication must also sign the consent form.

Medicines

"Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicines (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. " EYFS 2023

Out of Hours Kids' Club Ltd

All staff has the right to decline such a request from parents/carers if they are in any way uncomfortable with this. Out of Hours Kids' Club is likely to decline a request from parents/carers to administer medication that involves specialised knowledge or training.

3.84

ADMINISTRATION OF MEDICINE PROCEDURES

Parents who wish Kids' Club staff to administer medicine to their child must liaise with the Kids Club staff to complete the Administration of Medicine form.

The medicine must be prescribed by a doctor for the child and be clearly labelled with the child's name, name of the medication and the dose and frequency.

The parent should inform the staff of when the child last had a dose of the medicine and how the medicine should be administered e.g. orally, and this should be noted on the form. The member of staff administering the medicine should ask another member of staff to witness this and both should sign the form.

All care should be taken to ensure medication is stored at the advised temperature which in some cases may require it to be stored in a fridge. The medicine should not be accessible to children if it is stored in a fridge. If it is not required to be stored in a fridge the most suitable place is a locked cupboard.

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FOOD AND DRINK POLICY

Out of Hours Kids' Club is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The manager and staff will make every effort to ensure that food and drink is prepared safely and is sensitive to the dietary, religious and cultural requirements of all the children.

When preparing food and drink, staff will be mindful of the provisions of the Good Health Policy to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The manager and staff are mindful of their responsibilities and obligations under the Food Safety Act 2013 and the Food Safety (General Food Hygiene) Regulations 2018. The club is registered with the local authority to provide food. All staff that either handles or prepares food has up to date knowledge relevant to food safety and have been provided with instruction with regards to food safety, storage, preparation and cooking.

As part of a child's settling in period, the club requires that the parents and carers complete the registration form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. The manager and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health and meet - as far as possible - their particular preferences.

3.9₁

FOOD AND DRINK POLICY

No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

Healthy Eating

Out of Hours Kids' Club recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, the club will endeavour to make a variety of foods available including; meat, vegetarian and vegan options, plenty of fruit and to avoid foods high in salt, sugar and fats.

Out of Hours Kids' Club will not regularly provide sweets, biscuits, cakes or treats for children. The club will provide milk or fresh fruit juices and make sure that fresh drinking water is always available.

Cultural and Religious Diversity

Out of Hours Kids' Club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The manager and staff will work with parents/carers to ensure that any particular dietary requirements are met.

The club is also keen to help introduce children to different religious and cultural festivals and events through different types of food/drink sessions.

Menus

Out of Hours Kids' Club provides daily menus which are available to view on the site notice board. Parents/carers are consulted informally to enable us to update our menus.

We aim to use snack time as a time of social interaction and development and use food in activities to promote discussion about food and healthy eating.

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3.9₂

FOOD AND DRINK PROCEDURES

Out of Hours Kids' Club recognise that snack/mealtimes should be a happy social occasion for the children and staff and we aim to ensure that children's knowledge, experience and relationships with food are always positive.

Care is taken to ensure that food is well presented, is varied and features different colours and textures so that the food will appeal to the children and encourage them to try out something new.

We use bright coloured cups, plates, bowls and tablecloths (tablecloths suspended during Covid) to set mealtimes apart and make them more appealing.

Staff are encouraged to sit with the children to get to know the children better, to provide a positive role model for behaviour at mealtimes and to encourage the children's social interaction.

Children are encouraged to be independent at snack by serving themselves e.g. making their own sandwiches and pouring their own drinks.

Children also help at mealtimes by setting out or clearing away. This helps the children develop self-awareness of their food preferences, encourages independence and develops their hand eye coordination.

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3.9₃

FOOD POISONING REPORTING PROCEDURES

Out of Hours Kids' Club is committed to providing clean and healthy provision for the children attending our clubs.

Staff carry out daily food safety checks and use the food safety checklist, which includes the following checks:

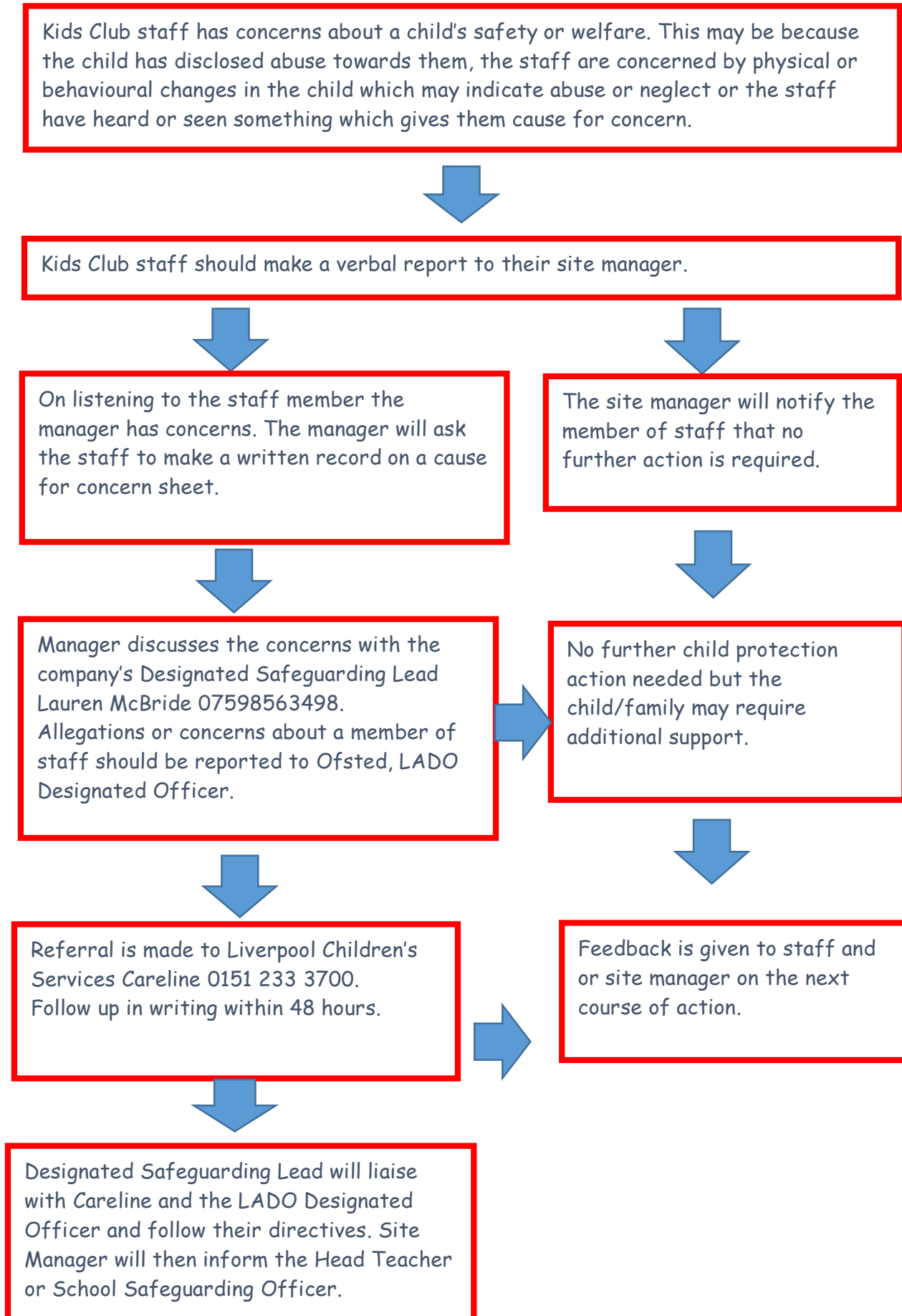
- Food is stored correctly
- Fridge and freezer are running at the correct temperature
- Use by dates on food are checked and stock is rotated to ensure it is used by the correct date
- Areas are checked for signs of pests
- Staff have washed their hands
- Staff have worn aprons
- Staff with long hair have it tied back
- All work surfaces are cleaned prior to and after use
- Clean dish clothes and tea towels are used
- All electrical equipment is in good working order
- All instructions for defrosting and cooking food are followed
- Checks are made for children's allergies
- After snack is finished any unused food is stored or disposed of appropriately
- Dirty cloths are removed for washing
- Waste bins are emptied

In the event of any food poisoning affecting two or more children cared for by Kids' Club, Ofsted must be contacted. This must be done as soon as reasonably practicable or within 14 days of the outbreak. Failure to do this is an offence.

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HOW TO DEAL WITH CONCERNS



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3.10₂

EQUAL OPPORTUNITIES AND BRITISH

VALUES

POLICY STATEMENT

Out of Hours Kids Club Ltd will ensure that our service is as inclusive as physically possible, in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. In accordance with DfE requirements we also aim to promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Thorough in-house training and development, action plans are used to increase staff knowledge and understanding of the fundamental British Values and this is implemented and embedded for the children through discussion and play opportunities.

PREVENT DUTY

The Prevent Duty & Promoting British Values From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

This duty is known as the Prevent duty. Out of Hours Kids Club Ltd take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

1. Provide staff with information to identify children who may be at risk of radicalisation.

2. We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).

3. We will be aware of the online risk of radicalisation through the use of social media and the internet.

4. As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). Staff work hard to establish good communication with key children and families, so we will more readily notice any changes in behaviour, demeanour or personality.

5. We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. Out of Hours Kids Club staff already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.

6. We will build up an effective engagement with parents/carers and families, maintaining a contact log to support verbal communications. (This is important as they are in a key position to spot signs of radicalisation).

7. We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

8. We will ensure that the Managers and Deputy Managers of each setting will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff. The remaining staff teams will complete with the support of their manager's and teams, a Prevent Duty in-house workshop/discussion with a booklet and question/answer session to complete.

WHAT TO DO IF YOU SUSPECT THAT CHILDREN ARE AT THE RISK OF RADICALISATION:

Follow the setting normal Safeguarding Procedures including discussing with the manager/responsible officer for Safeguarding, and where deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a Prevent lead who can also provide support. The Safeguarding Lead can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice. The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Channel Programme 020 7340 7264 to report any concerns.

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3.11

USE OF MOBILE PHONES AND SMART TECHNOLOGY

STAFF

USE OF MOBILE PHONES, SMART TECHNOLOGY AND CAMERAS

Site Managers have access to a Kids' Club work mobile phone at all times, which is passed onto the Deputy in their absence, making contact with all agencies possible at all times. Kids' club mobile phones should be password protected at all times. In the event that you lose or misplace your phone it is essential that you contact the admin office and they can arrange to have your phone blocked to ensure any information it contains remains confidential. The work mobile phone contains a great deal of confidential information and it is imperative that Site Managers or any staff who access the mobile phone to take pictures etc. keep it safe at all times. Consent for this information is gained under the GDPR regulations.

Staff should be aware that the use of any mobile phones for personal calls or texts is not allowed during work hours. We ask that phones be switched off or put on silent during this time. All staff phones will be stored in a locked cupboard during work hours. Disciplinary action may be taken against any member of staff who contravenes these procedures. All staff are asked to make note of the Site Managers phone number and to provide this to family in case of having to be contacted in an emergency. We ask that staff adhere to this advice, as it is an extremely important aspect of our policies and procedures.

SMART WATCHES

Staff must not make or accept personal phone calls or read text messages using their smart watch during working hours or operate their linked smart phone remotely. Staff must ensure that Airplane mode is set during working hours.

CHILDREN

Use of mobile phones by children should not be encouraged, as Out of Hours Kids' Club is not responsible for damage or loss, and we will ask children to lock them away safely during the session. Smart watches are not to be used during the session and we will ask children to lock them away.

GAMING TABLETS

From time to time during the sessions, the children will have limited access to gaming tablets to play on. These are not connected to the internet. Any games or applications must be installed by the Out of Hours Kids' Club office. Any games or apps will be age appropriate for the children.

The camera and microphone function should be disabled on all tablets to prevent the children or staff from taking photographs or videos on the tablets. A sticker should also be placed over the camera. There will not be any shareable apps, social media or messaging applications installed on the tablet.

Children will be monitored while playing on the tablets.

3.12 **FILTERING AND MONITORING**

Filtering and monitoring systems are used to keep children safe when using technology at Out of Hours Kids' Club.

FILTERING SYSTEMS

In order to block access to harmful sites and content we disable internet access on the tablets that children use. This means they can only access games which have been pre-selected as age appropriate.

MONITORING SYSTEMS

It is not possible to access the internet via tablets provided by Out of Hours Kids' Club, however the staff should be using historic search capabilities to see if and what the children are searching for on the tablets. If there is anything of concern it should be raised to the Site Manager and the DSL.

On the occasion that a child uses a tablet provided by the school to complete their homework, the Kids' Club staff member who authorises this must ensure that a monitoring system has been put in place by the school.