

**Flora Stevenson After School Club**

**Policies and Procedures**

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Flora Stevenson After School Club

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Flora Stevenson After School Club is a registered charity in Scotland

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**Accident and Injury**

### Policy Statement

At Flora Stevenson after School Club, we are committed to dealing effectively with accidents and injuries which may arise regarding children in our care, parents, visitors and staff members. This policy outlines the procedures to be observed for:

1. Child’s pre‐existing injuries (long term)
2. Minor Child Injuries sustained at FSASC
3. Major Child Injuries sustained at FSASC
4. Child Head Injuries
5. Staff, parent, volunteer and visitor injuries sustained at FSASC

### Procedures

#### 1. Children’s Pre‐Existing Injuries

FSASC must be informed by the school if any child has sustained any injury during the school day. Staff will inform parent/carer of any accident or injury that has occurred during the school day however, this is the school responsibility and if parent require further information or paperwork they must contact the school.

During Holiday Club: Parents and carers are required to inform a member of staff on arrival if their child has sustained an injury since their last session with us. If staff see evidence of injury on a child which has not occurred in the FSASC and has not been reported to any member of staff, parents will be asked for information on the injury. The staff member must make a member of the senior team aware of the injury. The senior team staff member will make appropriate staff aware. If an injury has been noticed by a member of the staff after parents have left the premises a senior staff member will call the parent to gain information on the injury.

**2. Minor Child Injury at the Setting**

A first aid trained member of staff will be notified and take responsibility for deciding upon any appropriate action.

If the child is judged to be able to safely remain at the setting, the injury will be treated as appropriate by the first aid trained member of staff. If the staff who witnesses the accident is not first aid trained the staff member must ask for support from a first aid trained member of staff. If after treatment the child is feeling sufficiently better, they will be resettled back into the activities and kept under close supervision for the remainder of the session. At the end of the session, FSASC will fully inform the parent/carer of the accident and any treatment given and will be asked to sign the accident form completed by the staff member who witnessed the accident. If the parent requests it, a photocopy of the form will be given to the parent/carer once it is signed.

If the injury cannot be treated by a first aid trained staff member but does not warrant hospitalisation or the child continues to feel unwell or a senior team member deems it inappropriate for the child to remain in the setting, the parent/carer will be contacted and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and kept as comfortable as possible. When they come to collect the child the parent/carer will be met by a staff member who will explain the situation and ask them to sign the accident form completed by the staff member who witnessed the accident. If the parent requests it, a photocopy of the form will be given to the parent/carer once it is signed.

#### 3. Major Child Injury at the Setting

In the event of a major injury the following process must be followed:

1. All staff must remain calm at all times.
2. Make sure injured child(ren) and area is safe and supervised by a first aid trained member of staff.
3. Move all other children to another area and ensure they are safe and supervised.
4. A senior team member of staff will be notified and take responsibility for deciding upon any appropriate action. This will usually be the manager or assistant manager in the manager’s absence.
5. A senior team member will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
6. **If going to straight to hospital the manager or assistant manager will direct:**
   * 1. One person to call the ambulance using the emergency call details.
     2. One person will collect the child’s file to check if the child has or has not given permission for medical treatment.
     3. Once the ambulance is on the way a senior staff member will contact parents/carers. Give parents as much information as possible about the injury, which hospital they are going to etc. If we are unable to contact a parent or carer, we will call all emergency contact numbers we have on file in order until someone can be reached, and the situation explained.
7. **Write up accident forms and take in the ambulance along with:**

a) Child’s file

* 1. Work mobile phone/personal mobile phones
  2. Any medications we hold for the child
  3. If any substances have been ingested any substances and their packaging must be taken with us.
  4. Any foreign object in or on the child must not be removed.

1. If parent can’t be here before the ambulance the manager/assistant manager should accompany the child in the ambulance. Manager or assistant manager in their absence should ensure the number of staff left behind can adequately supervise the children adhering to ratios. Some adjustments to the areas available for children to use may be necessary e.g. closing outside, library or gym halls.

Following the accident the Manager will consider whether the accident highlights any actual or potential weaknesses in the setting’s policies, procedures, environment or resources. Appropriate adjustments will be made where necessary. The Manager must inform the Committee and Care Inspectorate as soon as possible and submit a detailed Major Incident written report to the Committee and Care Inspectorate.

**4. Head Injury**

In the case of a head injury to a child or staff member a senior staff member must be informed immediately. The injury will be assessed by a senior staff member. If necessary, an ambulance will be called, and the major injury steps will be taken.

If the head injury is a minor injury, the parent or carer will be called once the child has received first aid care. The parent will not be required to collect their child straight away, the purpose of the phone call is to notify the parent or carer.

The child will be closely monitored throughout the rest of their session. If the child condition worsens i.e. becomes dizzy, vomits, the parent or carer will be called again and possibly an ambulance.

**5. Injuries to Staff Member, Volunteers or Visitors**

In the event of an injury occurring to a staff member, volunteer or visitor while at the setting the following procedures will be followed:

1. Report the injury to the manager in the manager’s absence the member of staff in charge.
2. **If the injury is minor** agree relevant first aid treatment with a first aid trained member of staff and either self-administer this or allow the first aider to administer appropriate treatment.
3. Complete an accident/injury form – Adult. The injured person will be asked to sign in the relevant section of the form at the earliest appropriate opportunity to acknowledge the incident or accident and any action taken by the setting and its staff.
4. If requested, they will be given a photocopy once it is complete.
5. **If the injury is serious** an ambulance will be called.
6. Contact any known emergency contacts until someone can be reached and the situation explained. A member of staff will accompany the injured person to the hospital if we are unable to reach an emergency contact before the ambulance arrives, or if requested by the emergency contact.
7. Manager or person left in charge in their absence should ensure the number of staff left behind can adequately supervise the children adhering to ratios. Some adjustments to the areas available for children to use may be necessary e.g. closing outside.

Following a serious incident the Manager will consider whether the accident or incident highlights any actual or potential weaknesses in the setting’s policies, procedures, environment, resources etc. Appropriate adjustments will be made where necessary. The Manager must inform the Committee and Care Inspectorate as soon as possible.

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**Administering Medication**

**Policy Statement**

Whilst it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer prescription or prescribed medication as part of maintaining their health and wellbeing or when they are recovering from an illness. In many cases it is possible for children’s GP’s to prescribe medicine that can be taken at home in the morning and evening. As far as possible administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting. If a child has not had a medication before it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

**Standard Procedures:**

Should children requiremedication while at FSASC the following will apply:

1. Children taking prescribed medication must be well enough to attend the setting.
2. Only medication prescribed by a doctor (or other medically qualified person) is administered.
3. It must be in-date, in its original container, clearly labelled and prescribed for the current condition.
4. If medicine is “over the counter” medicine e.g., Calpol it must be labelled by a pharmacist explaining when they recommend the medication be taken, dosage and what condition the medication is to treat.
5. Parents/carers must fill out a medication form (available from the club) when handing over a medicine to be given in the setting.
6. No medication may be given without these details being provided: Name of medication, dosage to be given in the setting, how the medication should be stored and expiry date, any possible side effects that may be expected should be noted, instructions on how and when to administer the medication, parent/guardian signature, printed name of parent and date.
7. The administration is recorded accurately each time it is given with a signature of the staff member administering and witnessed by another member of staff. Parents sign the medication form to acknowledge the administration of the medicine.
8. Completed medication forms are stored in the child’s individual file.
9. If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.
10. If for any reason a child refuses to take their medication, staff will not attempt to do so against their wishes. If such a situation occurs the senior member of staff will notify the child’s parent/carer and it will be recorded on the medication form.

**Storage of Medicines**

All medication is stored safely away from children in our locked fridge. Relevant medication will be brought out daily (depending on medicine storage needs) as part of the daily checklist. Medicines will be put in the purple medicine box for ease of access. If medicine is in the setting long term it will be in the child’s care plan which will include all relevant information on the medication. As part of the daily checks all medicines will have expiry dates checked. Parents will be informed when new medication is required.

**Self-Administration of Medications**

No child under the age of five may self-administer medication. Where young children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

For older children attending after school club children should be encouraged to take personal responsibility for administering medication if appropriate. This will be decided through discussion with parent/carer and noted on the care plan. If a child self-administers medication it should be witnessed by a staff member, a staff member and a witness (additional staff member) will sign the medication form.

**Long Term Medical Conditions**

Children who have long term medical conditions and who may require ongoing medication will have a care plan completed. Staff will involve parent/carers in this process as well as other medical or social care professionals as appropriate. The care plan includes arrangements for taking medicines on outings and external advice is sought if necessary.

**Managing medicines on trips and outings:**

* Medication for a child is taken in a staff bag clearly labelled with the child’s name, name of the medication and a copy of the child’s care plan. The medication will be kept in the possession of a member of staff at all times. For medication that requires to be kept cool a freezer bag will be taken with ice packs.
* If the children are separated into groups, the staff member leading the child that requires medications group will ensure they have the child’s medication in their possession.

The medication form should be completed as normal. On returning to the setting the medication form is to be placed back in the child’s file and signed by the parent/carer as usual.

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**Admissions**

**Policy Statement**

It is our intention to make our setting accessible to children and families from Flora Stevenson Primary School. We aim to ensure open, fair and clearly communicated procedures for admissions to our After School Club.

FSASC is an equal opportunity setting, we do not discriminate in how children are admitted and welcome children from all faiths, cultures, backgrounds, those with additional support needs and those with English as an additional language.

**Procedures**

**Registering for a Place**

Parents may register their interest in a place at FSASC at any time. Information and registration forms are available from the setting our website. If a parent/carer does not have access to the internet, we will print a copy in club for them.

We will inform those registering interest either by email of their child being placed on our waiting list or offered a space straight away depending on our availability.

**General Admission Criteria**

**After School Club/Breakfast Club**

Children may attend the after school club from primary one until they complete primary education. Children do not need to attend with a regular fixed booking pattern however if they do they must give four weeks’ notice to change this pattern. We reserve the right to cancel session(s) in line with the needs of the business with appropriate notice being given at the earliest opportunity.

**Holiday Club**

Children may attend the holiday club from primary one until they start secondary school. They do not need to attend regular term time club to use the holiday club however, children must be registered to make a holiday booking.

**Waiting List Procedures**

Families on the waiting list for a place at the after school club will be subject to the following criteria:

1. Applications are ordered based on the date and time the application form was received. The date and time must be written on the form when received.
2. As places become available, we move through the waiting list offering spaces for children to attend the club. We reserve the right to hold open sessions for children to join at a later date at the discretion of the manager based on the individual circumstances of the child/family and the financial viability of the arrangements to the business.

**We reserve the right to apply the following exceptions:**

* To run the setting below our capacity where we feel this is to the benefit of the children and or staff team
* To place children further up the waiting list depending on particular circumstances affecting the family.
* Children already registered with us may be offered preference to add extra sessions prior to new children being admitted to the setting at the discretion of the manager.
* Siblings of children already attending or recently departed from the setting may be given preference for admission.
* We reserve the right to admit children out of order from the waiting list where there are exceptional circumstances which make it urgent or necessary for a child to attend the setting. Some examples of this may include (but are not limited to) referrals through a children’s centre, referrals from social care, emergency care requirements.

In all circumstances the decision of the Manager of the setting will be final in deciding on specific admission criteria for each child.

**Offering a Place**

When a session becomes available the manager will contact the parent/carer to discuss availability and whether they would like to take up a place with us. This will usually be done by email in the first instance.

All sessions will be formally offered by email. Any offer requires a response from the family either accepting or declining the place by a deadline as set out in the email. If no response is received by the deadline, we will attempt to make one phone call to the family. If no response is received within three working days of the deadline regardless of whether we have managed to contact the family, the child’s place on the waiting list may be forfeited and offered to the next child on the waiting list.

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**Allergy and Dietary Requirements**

**Policy Statement**

In the last decade the cases of food allergies have doubled, and the number of hospitalisations caused by severe allergy reactions has increased 7-fold. The most common allergenic foods are eggs, milk, fish, shellfish, peanuts, soya, wheat, tree nuts and seeds. We also recognise that children, staff or volunteers may have specific dietary requirements that require additional support (i.e., vegan, vegetarian etc). We have this policy in place to ensure the individual needs of the children, staff and regular volunteers with allergies and dietary requirements are met while they are at the setting.

**Procedures**

Around 1 in 100 people in the UK have a nut allergy. FSASC will actively avoid providing peanuts or food containing nuts to children.

All parents/carers are asked to provide information on any allergies or dietary requirements their child on our registration form. We also ask again on our medication consent forms should the child require medication while at the setting.

We ask all staff for information on their allergies. This information will be stored in their personal file.

Should a child, staff member or regular volunteer suffer from a severe allergy a care plan will be completed on an individual basis.

For all other allergies a care plan will be completed with the input of the parent/guardian. Care plans will be stored in the child’s file. Blank care plans can be found on the club computer.

We will take necessary precautions in line with the care plan to ensure the individual’s needs are met while they are at the setting. Where this involves changes to policies and procedures or limitations on items which may be brought to the setting, we will inform parents/guardian, staff and regular volunteers.

Where appropriate children with food allergies or dietary requirements will be purchased a food storage container. This container will have the child’s name on it and contain appropriate snacks for that child. This container will be stored in our locked fridge.

A list of all children, staff members and regular volunteers with allergies is displayed in the office. This should be consulted prior to preparing snacks, messy play activities, cooking activities, administering medication and other times when allergies and dietary requirements may be a factor.

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**Arrivals and Departures**

**Policy Statement**

FSASC will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

**Procedure**

**Arrivals**

Children will be met by a member of staff on arrival and a register will be taken as they enter the club. The children will put their belongings onto trollies and hang their coats up. FSASC will be prepared in readiness for the children’s arrival.

**After School Club**

The senior staff team are responsible for ensuring all registers are complete and up to date, this includes adding children’s after school activities, checking landline and mobile voicemails, any information from the emails and any information in the diary. One senior staff member will be stationed at the hall door to register the P2 arrivals at 2.45pm. Three staff members will collect individual P1 classes from their classroom doors. At 3.20pm a senior staff member will station themselves at the door to register the children in P3 to P7. On a Friday the same routine applies but at the relevant times. If any child who is registered to attend that day does not arrive the following procedure will take place:

1. The senior staff member doing the register will liaise with the school office team to ascertain if the child is absent from school.
2. If the office confirms the child is absent from school the child will be marked off the register.
3. If the office has no information regarding the child’s whereabouts the parent/guardian will be called.
4. If possible, we will endeavour to speak to the child’s class teacher to find out any information.
5. If a child does not arrive at the club and the school office the class teacher and parents cannot give us any information and/or no contacts or emergency contacts can be reached the missing child policy will be activated.
6. If we have made contact with the parents and the child is not where they should be the missing child procedure is activated.

**Breakfast Club**

1. Children must be dropped off by an adult (aged 16 years or older) and signed in on the register unless they have a care plan that differs from this. If they are not signed in a staff member will mark on the register who dropped the child off and initial it.

2. The child can be dropped off anytime between 7.45am and 9am.

3. Children will be dropped off at class by a member of staff at the start of the school day.

**Holiday Club**

During holiday periods we have on-site and off-site days. On our onsite days parents/guardians are free to drop off and collect children anytime between 8am and 6pm. On our trip days parents will be asked to drop off and collect children according to our scheduled departure and arrival time. This is usually before 9am and after 5pm.

1. Children must be dropped off by an adult (aged 16 years and over) and signed in on the register unless they have a care plan stating otherwise. If they are not signed in a staff member will mark on the register who dropped the child off and initial it.
2. On a trip day parents may be contacted if children are not dropped off before our scheduled departure time.
3. If parents/guardians are late and miss the departure time they forfeit their place unless they can drop them off at the trip venue.
4. On an on-site day children can be dropped off at any time suitable for them. (This does not change the cost of the day’s care)
5. If a child will be absent for any reason, we expect a phone call or email from the parent/guardian. If they do not contact us, we may contact them to ascertain the child’s whereabouts.

**Departures**

Parents and carers are expected to sign children out on the register, which is placed at the front door, indicating the time of collection. Staff will ensure that children who attend the short session (2.45 pm to 3.20pm) are signed out by 3.20pm. If this does not happen a senior staff team member will contact the parent/guardian to ascertain when the child will be collected from the setting.

If the child is to be collected by someone other than those named on the registration form this must be indicated to a member of staff prior to the start of the session and recorded by the FSASC. Ideally the adult nominated to collect a child must be one of those names on the registration form. Only adults (aged 16 years and over) and with suitable identification will be authorised to collect the children unless a care plan has been put in place stating otherwise.

In the event that someone else should arrive to collect a child without prior notification being given to FSASC a member of staff will telephone the parent/carer immediately.

If the parent/carer or designated adult is going to be late in picking up their child, they must call to inform FSASC at the earliest opportunity. If FSASC is not informed, then the uncollected child procedure will be activated.

**Absences**

If a child is going to be absent from a session, parents/carers must contact FSASC in advance. It is important that parents/carers contact FSASC as well as the school when reporting absences. Absences are recorded in the club diary. If a child is absent without explanation staff will contact the parents/carers to try to ascertain the reasons behind this. If it is not possible FSASC will activate the missing child policy.

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**Babysitting**

**Policy Statement**

FSASC endeavours to ensure to the best of our abilities that all staff employed by the club are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member’s suitability to look after children unsupervised in a babysitting setting. Our staff have a duty of professionalism in and out of our setting. This policy is for staff and parents/carers who wish to make private arrangements for babysitting outside of their normal hours.

**Procedures**

* FSASC is not responsible for any private arrangements made between members of staff and parents/carers.
* All babysitting work must be declared to the manager before the staff member agrees to a private babysitting arrangement.
* Staff are bound by the Confidentiality and Data Protection policy. They are unable to discuss any issues regarding FSASC, other staff members, parents or children. Should this occur this will be considered gross misconduct and will result in the staff member being disciplined or possibly dismissed.
* Any babysitting arrangements must not interfere with the staff member’s regular working hours. In the event that a private babysitting arrangement is viewed to interfere with any aspect of the staff member employment we reserve the right to terminate the arrangement.
* FSASC will not take responsibility for any health and safety issues, misconduct, grievances or any other claim concerning the staff member’s private arrangement outside of the club’s hours. If a parent/carer wish to make an allegation concerning a member of staff who has babysat for them they should contact Social Care Direct 0131 200 2324.

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**Behaviour Management**

**Policy Statement**

FSASC recognises and acknowledges that families using its services may have differing standards and values regarding children’s behaviour, however whilst acknowledging this FSASC has clear and agreed standards and expectations that must be adhered to. Staff will consult and work closely together with children and parents to ensure that a consistent approach is adopted in promoting positive behaviour. All staff, including any voluntary members, committee members and parents of FSASC are expected at all times to treat others with respect, use socially acceptable behaviour and conduct themselves in a courteous and professional manner. At all times staff will act as positive role models for the children.

FSASC and its staff will provide a calm and consistent environment for children, conducive to encouraging positive behaviour. Children will be reminded on a regular basis of the standard of behaviour expected in club. All FSASC staff will respect the rights of the children within their care and ensure that they are all treated fairly and consistently in accordance with our Equal Opportunities Policy. Staff will always praise positive behaviour and take the opportunity to the child parents regarding their children’s positive behaviour, achievements and developments. Staff may reward children for positive behaviour by giving the child a motivational sticker when their parent/carer arrives along with an explanation as to why their child is receiving a sticker. We acknowledge that all children may not want a sticker; however the news of the child’s positive behaviour should still be passed onto the child’s parent/carer.

Whilst FSASC is committed to promoting positive behaviour we realise that it is inevitable that as children develop and learn there will be times when they may require support and guidance to understand that their behaviour is not acceptable. Staff at the club will try to determine the cause or trigger of the inappropriate behaviour to try to prevent the situation from recurring. Challenging behaviour will be addressed in a clear, firm, calm and positive manner. In the first instance the child will be temporarily removed from the activity. Staff will discuss with the child why the behaviour displayed is deemed inappropriate. Staff will allow the child the opportunity to explain their behaviour to prevent a recurrence. Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

If a child displays behaviour that gives cause for concern or continues to use inappropriate behaviour the manager and senior team will monitor the situation and parents will be informed of this at the time. A member of the senior team will give the parent feedback at the end of each session. This will include feedback on all positive and negative behaviour. If a child places themselves, another child or a staff member in immediate danger, staff may use appropriate physical restraint in order to ensure safety. The use of physical restraint on a child will involve the absolute minimum of force necessary and will only be permissible when it is certain that a child is in imminent risk of endangering themselves or others. Restraint will therefore only ever be used to protect a child/children or others from harm. It will only be used as a last resort when all de-escalation techniques have failed. It will only be attempted if it can be achieved without causing harm to the child/children or to the member(s) of staff involved. The nature of situations in which restraint may be required cannot always be predicted and assistance from other staff while preferable may not always be possible. The child/children should always be told if restraint is being carried out. If restraint has been used, then the following must happen:

* The manager/senior staff team is informed
* The incident recorded in writing
* The parent/carer/family informed immediately by phone call. If they cannot be reached by phone call, they must be informed as they arrive
* The Head Teacher must be informed
* The Committee must be informed

If FSASC staff are required to restrain or physically intervene to support a child on more than one occasion then an Additional Support/Care Plan must be put in place to advise and support staff as to what action they should take to support the child including triggers and outcomes, including physical intervention. The child and its family will be involved and agree to this plan. FSASC will reserve the right as a last resort to exclude a child from the club on a temporary or permanent basis. The decision to refuse admission will be taken only after careful consideration by the staff and committee members as a whole.

FSASC does not condone unacceptable behaviour by anyone involved in the club whether they are a staff member, committee member, parent or child. It is not possible to list all the forms of behaviour that are considered unacceptable within the club. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of company property
* Falsification of timekeeping records, the application form, or any other company records
* Bullying, hitting, smacking, intimidation, or any other forms of violence including threat of violence
* Working with or collecting children whilst under the influence of alcohol or illegal drugs
* Negligence or improper conduct leading to damage of employer leased or owned property or children’s property
* Insubordination or other disrespectful conduct
* Sexual or other unlawful harassment
* Excessive absenteeism or any absence without notice
* Unauthorised disclosure of business ‘secrets’ or confidential information
* Unsatisfactory performance or conduct
* Gambling in the workplace or on company premises

Any staff or committee members not adhering to the club’s policy on behaviour may be subject to disciplinary procedures and in severe cases dismissal or involvement from other agencies i.e., the police

Parents who do not conduct themselves in an acceptable manner may be asked to leave the premises and risk their child losing their place at the after school club in extreme circumstances. Relevant agencies such as the police or social work may also be contacted.

Staff have a duty to inform the manager if they witness an incident of bullying involving children or adults at the setting.

If a child or member of staff tells someone that they are being bullied they will be given the time to explain what has happened and reassured that they were right to tell.

The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.

The child displaying bullying behaviour will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate they will be encouraged to talk through the incident with the other person concerned.

We do not label children who bully as ‘bullies’.

We recognise that children who bully may be experiencing bullying themselves or be subject to abuse or other circumstance causing them to express their anger in negative ways towards others.

We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour.

A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate staff will facilitate a meeting between the relevant parents/carers. At all times staff will handle such incidents with care and sensitivity.

All incidents of bullying will be reported to the manager and will be recorded on an Incident Form

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**Bullying**

**Policy Statement**

We are committed to providing an environment for children and staff that is calm, welcoming and free from bullying. Bullying of any form is unacceptable in our setting, whether the offender is a child or an adult. The victim is never responsible for being the target of a bully. Such behaviour will not be tolerated or excused under any circumstances.

We define bullying as the repeat harassment of others through emotional, physical, verbal, cyber or psychological abuse.

**Examples of such behaviour include but are not limited to:**

**Emotional:**

Being deliberately unkind shunning or excluding another person from a group or tormenting them. For example, forcing another person to be ‘left’ out of a game or activity, passing notes about others, or making fun of another person.

**Physical:**

Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of physical violence against 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.

**Psychological:**

Behaviour likely to instil a sense of fear or anxiety in another person.

**Procedure**

The manager and the staff will make every effort to create a tolerant and caring environment in the setting, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be. Despite all efforts to prevent it bullying behaviour is likely to occur on occasion and we recognise this fact. In the event of such incidents the following principles will govern the setting’s responses:

* All incidents of bullying will be addressed thoroughly and sensitively, and our incident procedure will be followed.
* Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
* Staff have a duty to inform the manager if they witness an incident of bullying involving children or adults at the setting.
* If a child or member of staff tells someone that they are being bullied they will be given the time to explain what has happened and reassured that they were right to inform someone.
* The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
* A key worker if not already in place will be offered to the child. If they accept this will be put in place immediately.
* The child accused/displaying bullying behaviour will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate they will be encouraged to talk through the incident with the other person concerned only if they are comfortable doing so.
* We do not label children who display bullying behaviour as ‘bullies’.
* We recognise that children who bully may be experiencing bullying themselves or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others.
* We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour.

A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate staff will facilitate a meeting between the relevant parents/carers. At all times staff will handle such incidents with care and sensitivity.

All incidents of bullying will be reported to the manager and will be recorded on an incident form.

**Document Control**

**DOCUMENT NAME: Bullying**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 18th of October 2021**

**Care Plans**

At FSASC we are dedicated to providing effective and transparent care plans for children within our care.

Care Plans may be implemented for various reasons, including but not limited to;

* Additional support needs
* Medical reasons
* Behavioural reasons
* Emotional reasons
* A child/ren who are deemed to be at risk of abuse or neglect
* Social reasons
* Physical reasons

Care plans will be created using the following steps;

**Gathering Information**

Information regarding the child’s current need or situation will be gathered by the Manager or a member of the senior team. This will be done by sharing information with all agencies involved in the child’s care.

The Manager or a member of the senior team may also speak with the child’s family (where appropriate) to ascertain the exact needs of the child.

**Form an Assessment**

After information is gathered on the child and their needs and or situation, an assessment of the child will be made by a senior member of staff, while the child attends the setting. This will be used to assess the child’s needs and how FSASC can support the child and their family.

**Creating a Care Plan and Identifying Support We Can Offer**

The assessment will be discussed among the senior staff team and used to produce a care plan. All types of support we can offer will be included within the plan.

Any changes needed to the care we offer, or the setting will be identified and implemented.

However, FSASC recognises that we are not always equipped to offer all types of support and may seek outside advice or as a last resort may not be able to offer the care required.

**Implementing the Plan**

To implement the care plan all members of staff will be given time during their regular working hours to read the care plan. Once all the staff have had the opportunity to read through the care plan, the care plan will be read through again and discussed at a staff meeting to ensure all the staff involved in the child’s care understands the care plan and what care is being offered to the child.

**Reviewing and Monitoring Progress**

Care plans may be permanent or temporary. All care plans will have a review date. All care plans will be reviewed at least every 6 months. However, if needed a care plan may have a shorter review date. This will depend on the individual plan and the child’s needs.

FSASC recognises that as children develop their needs may change. We endeavour to recognise these changes in a child needs and will update a child’s plan when required.

**Care Plan No Longer Required**

There may be a point when a child no longer requires a care plan. When this occurs the child’s care plan will be kept within their personal file.

This document was created using the guidelines from the Scottish Government- Care Planning Regulations 2010

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| --- | --- |
| **DOCUMENT NAME** | Care Plans |
| **FIRST ISSUED** | 7th of May 2018 |
| **LAST REVISION** | 19th of October 2021 |

**Child Protection**

**Policy Statement**

These procedures direct Flora Stevenson After School Club (FSASC) staff members in their responsibilities and actions in dealing with concerns about the wellbeing and safety of children. The procedures have been developed in line with the requirements set out in the Edinburgh and Lothians Inter-Agency Child Protection Procedures 2015. Other key documents and approaches that promote the wellbeing and safety of children have also been taken into consideration including ‘The Children (Scotland) Act 1995’, ‘United Nations Convention on the Rights of the Child’, ‘The Children and Young People (Scotland) Act 2014, Getting it Right for Every Child (GIRFEC) 2008, ‘Protecting Children and Young People: The Charter 2004’ and ‘Protecting Children and Young People: Framework for Standards 2004’.

All after school club staff must be a member of the Protection Vulnerable Groups Scheme (PVG). All staff who have access to children are made aware of FSASC’s Child Protection Procedures at induction and are involved in regular reviews. All after school club staff must attend training at the level appropriate to their position as soon as possible following their induction and update their training every two to three years as a minimum.

Designated Child Protection Officer (CPO) Head teacher is the designated CPO for FSASC. All child protection concerns must be passed onto the CPO. This is the responsibility of the manager. Within the club the manager has the lead responsibility for safeguarding children within the setting. They maintain an overview of all aspects of child protection including:

* Incidents recorded by all staff
* How these are stored
* Referrals and contact with external agencies
* The review, updating and implementing of the setting’s policies and procedures.
* Staff training
* Supporting staff who deal with child protection issues
* Overseeing the work of the staff team
* Ensuring action taken/incidents recorded are in line with the FSASC policy and procedures
* Maintaining accurate training plans and ensuring staff receive regular Child Protection training every year.

For the purpose of these procedures the term ‘child’ is understood to refer to all children and young people under the age of 16.

**Incidents of suspected abuse may be disclosed in four ways: -**

1. Directly by a child/young person
2. By observation on the part of a member of staff
3. By a third party-another child, young person, adult
4. Indirectly by sudden changes in behaviour or acting out abuse during play, drawing concerning pictures

**The following action must be taken when there is a concern of abuse: -**

* If you receive information, have concerns, observe any concerning behaviour or notice any other possible signs of abuse you should inform the manager who will arrange for an appropriate person to speak to the child to try and understand what has happened.
* If you are asked to speak to a child regarding concerns or if a child discloses information directly to you, listen to what the child is saying and ask them to explain what has happened in his/her own words. Only ask enough questions to gain basic information and only use open ended questions i.e. what, where, who, when – known as the ‘W’ questions. For example, you could ask ‘What happened? Where did it happen? Who did it? When did it happen?
* It is important not to ask ‘why’ or ‘how’ it happened as this might cause the child to feel responsible for what has occurred.
* Always take what the child says seriously.
* Any questions or discussions must be limited to establishing if there is a reasonable cause to believe a child is being abused or at risk of being abused. Once this has been established the discussion should end.
* When talking to a child you should not introduce any personal experiences of abuse or experiences of other children into the discussion.
* Reassure the child that you know it is not her/his fault and acknowledge the child’s feelings. These feelings may range but it is not limited to sadness, anger, anxiety or guilt.
* If a child makes a disclosure to you where age appropriate, she/he must be made aware using age-appropriate language that you are required to pass the information onto the manager.
* A guarantee of secrecy or confidentiality must not be given to the child.
* The manager must be informed of all child protection concerns as soon as possible.
* It is not your responsibility to investigate but it is your responsibility to report it to the manager immediately. If the manager is not available, then the assistant manager then a senior member of staff.
* Always record your conversation or the incident with a child on the same day as it occurs using a Wellbeing Concern Form. These are located on the in the files on the desk and on the computer. All records must be signed and dated and passed to the manager as soon as possible.
* All records must be stored securely in a locked cabinet.
* The interests and safety of the individual children/child must be put before all other considerations.
* Information should not be shared with any person other than the manager. This person will decide who else, if anyone should be informed and whether it is necessary to make a referral. Using the ‘getting it right for every child’ model the first point of contact should be with the Lead Person – the school’s Head Teacher. Social Care Direct is the other main point of contact.
* Where information suggests that a child may have been abused the manager will seek advice about who should contact parents/the timescale for a parent or family member coming to collect the child.
* Under no circumstances should a member of staff speak to parents about an incident or disclosure without being asked to do so by the manager.
* The manager will liaise with external agencies as required.
* If you have concerns about another staff member that may be a child protection issue you must report this immediately to the manager. If your concern is about the manager, then you should report it immediately to a FSASC director. If this concern is a possible child protection issue, then Social Care Direct or City of Edinburgh Council Children & Families Office must be contacted before an investigation is carried out.
* FSASC will not allow anyone who is fully listed on the Disqualified from Working with Children List to work/volunteer with the children in our care.
* If a staff member harms a child or puts a child at risk of harm FSASC will make a referral to Disclosure Scotland who have the responsibility for administering the Protection of Vulnerable Groups barring lists on behalf of Scottish Government ministers. Such referrals will be made even if the worker has been removed from working directly with children, has left of their own accord, come to an end of a contract, retired or has been made redundant
* When a child discloses information on their abuser you must not blame their abuser. This can be upsetting for the child as this may be a family member of theirs. All information disclosed must be passed on to the manager. You must not challenge the child’s alleged abuser.

**Document Control**

**DOCUMENT NAME: Child Protection**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 19thof October 2021**

**Complaints**

**Policy Statement**

FSASC aims to provide a high quality, calm and consistent play provision for all children. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns over the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to a member of the senior staff team.

If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all parties involved.

**Procedure**

Making concerns/complaints known:

**Stage 1**

Any parent/carer who has a concern about any aspect of the club must first talk over their concerns with a senior member of staff.

**Stage 2**

If this does not have a satisfactory outcome, or if the problem recurs the parent/carer should put their concerns/complaint in writing to the club manager. All complaints will be stored at the club in the appropriate file. The club manager will investigate the concern/complaint and when completed will meet with the parent/carer to discuss the outcome. Parents will be informed of the outcome within 28 days of making the complaint. All outcomes of the complaint will be recorded and filed.

**Stage 3**

If the parent/carer is not satisfied with the outcome of the investigation, then they can request a meeting with the chairperson. An agreed written record of the discussion is made as well as any action to be taken as a result. All parties present at the meeting will be required to sign the record and will subsequently receive a copy of it.

**Stage 4**

If the complaint cannot be settled at stage 3 an external mediator will be brought in to help to settle the complaint. The mediator will keep all discussions confidential and will keep agreed written record of any meeting that are held and of any advice given.

**Stage 5**

When the mediator has concluded their investigation, a final meeting between the parents, appropriate members of staff and chairperson will be held. The purpose of this meeting is to reach an agreed decision on the action to be taken to deal with the complaint. A record of this meeting, including the decision will be created and held on file. Everyone present at the meeting signs the record and receives a copy. This signed record signifies that the procedure has concluded.

Parents may approach the Care Inspectorate directly during any part of this stage.

**Phone:** 0131 200 2324

**Address:** 40 Captain’s Road, Edinburgh EH17 8HN

**Document Control**

**DOCUMENT NAME: Complaints**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 19th of October 2021**

**Confidentiality and Data Protection**

**Policy Statement**

Confidential information is sensitive information which is not already lawfully in the public domain or readily available from another public source, which has been shared in a relationship where the person giving the information understood it would not be shared with others.

FSASC intends to respect the privacy of all children and their parents/carers, while ensuring that they have access to high quality childcare. We aim to ensure that all parents and carers can share their information in confidence, and it will only be used to enhance the welfare of their child/children.

All confidential records are kept in a secured, locked office.

**Procedure**

Confidential information includes but is not limited to registration forms, signed consent, correspondence concerning the child or family, staff members personal information, reports or minutes from any meetings.

Any information either verbal or written which is given to a member of staff by parents/carers will be kept confidential either to the individual member of staff or if appropriate within the team. However, if the parent/carer shares this information with other parents as well as staff the club cannot be held responsible if it is shared beyond those parents.

**Staff at FSASC will respect the privacy of children and their parents/carers by:**

* Not giving out any private information without the consent of the parent/carer unless in circumstances where staff have good reason to believe that a child is at risk or is likely to be at risk of child abuse or neglect, our Child Protection Policy will override confidentiality on a ‘need to know’ basis.
* Not sharing any information about children with the media/our newsletter unless the parent/carer has consented to it.
* All staff files will be kept confidential and stored in a locked cupboard, access is only the manager or assistant manager in the manager absence.
* Staff will not discuss or share private details of other members of staff with any parents or carers unless consent is given by the person in question.

**Our procedures for information sharing is based on the 7 golden rules of Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2015**

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will or could be shared and seek their agreement, unless it is unsafe or inappropriate to do so
3. Seek advice if you are in any doubt without disclosing the identity of the person where possible.
4. Share with consent where appropriate, and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the interest of the child. You will need to base your judgement on the facts of the case.
5. Consider safety and wellbeing: base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information that you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared with whom and for what purpose.

**Access to personal records:**

Parents may request access to any records held on their child and family following the procedure below:

* Any request to see the child’s personal file by a parent/carer must be made in writing to the manager.
* The manager commits to providing access within 14 days – although this may be extended.
* The manager will prepare the file for viewing
* All third parties are written to (where relevant) stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters are retained on file.
* ‘Third parties’ include all family members who may be referred to in the records.
* It also includes workers from any other agency including Social Care etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
* When all consents/refusals to disclose have been received these are attached to the copy of the request letter.
* A photocopy of the complete file is taken. The manager will go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker to score through every reference to the third party and information they have added to the file.
* The ‘clean copy’ is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through with the manager so that it can be explained.
* Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against FSASC or another (third party) agency.

All the undertakings above are subject to the paramount commitment of FSASC, which is to the safety and wellbeing of the child.

**Document Control**

**DOCUMENT NAME: Confidentiality and Data Protection**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 19th October 2021**

**Email, Internet and Social Networking**

**Policy Statement**

At FSASC we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform children’s learning and development when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business, and social interaction. The club provides children with opportunities to use the excellent resources on the internet, along with developing the skills necessary to access, analyse and evaluate them.

**Procedure**

When using the Internet, email systems and digital technologies all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. FSASC makes explicit to all users (staff and children) what is safe and acceptable and what is not.

This policy covers fixed and mobile internet; club PC’s, laptops, xbox, iPads and video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto club premises (such as mobile phones, camera phones, game devices) is subject to the same requirements as technology provided by the club.

The manager and staff will monitor the effectiveness of the policy, particularly in the light of new developments in technology.

Children’s access to the internet is through a filtered service and parental controls have been placed on club equipment such as the club ipads and xbox, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. In addition, the following key measures have been adopted by FSASC to ensure our service users do not access any inappropriate material:

* Children using the internet will normally be playing in high-visible areas of the club under staff supervision.
* All online activity is for appropriate play purposes and is supervised, where possible.
* Children will, where possible, use apps pre-selected by the club and appropriate to their age group.

The use of mobile phones by children is not normally permitted within the club unless in exceptional circumstances, where permission may be granted by a member of staff. Children will NOT under any circumstances be allowed to access social networking sites. If they do access any social networking sites their device will be confiscated. When they are collected their parent/guardian will be informed.

**Codes of Practice for Staff**

Staff have agreed to the following Code of Safe Practice:

* Children accessing the Internet should be supervised by an adult at all times
* All children are aware of the rules for the safe and effective use of the Internet. These are discussed with children
* Apps used by pupils should be checked beforehand by staff to ensure there is no unsuitable content and that material is age appropriate
* Deliberate/accidental access to inappropriate materials or any other breaches of the policy should be reported immediately to the manager
* In the interests of system security, staff passwords should only be shared with the manager/assistant manager
* Staff should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these
* Photographs of children will only be taken with the club camera and images are to be stored on a centralised area on the club computer, accessible only to staff.
* Some parents have opted not to have photos of their children taken. Some parents have opted not to allow us to use their child’s photo on our media. Any photos taken by accident will be deleted immediately.

**Document Control**

**DOCUMENT NAME: Email, Internet and Social Networking**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 19th of October 2021**

**Equal Opportunities**

**Policy Statement**

FSASC is committed to the fair treatment of all children in its care, all employees (present or prospective), contractors and other temporary personnel, parents and carers. It is club policy that no child, employee or other person will receive less favourable treatment on the grounds of gender, disability, race, marital status, age, sexual orientation, responsibility for dependants, religion or beliefs, HIV status or any other inappropriate distinction or disadvantaged by conditions or requirements which cannot be shown to be justifiable. (Equality Act 2010)

**The policy states:**

* There will be no discrimination on the above grounds in any aspect of childcare, recruitment and selection, training, development, promotion, career progression, probationary arrangements, remuneration and benefits, discipline and grievance issues and in any dismissal or redundancy
* All decisions affecting employment and career development (including those associated with recruitment, training, promotion and general working conditions) will be based on the principle of merit
* The club is principally responsible for ensuring that there is no discrimination, victimisation or harassment and that children, parents, carers, employees, contractors and temporary personnel understand that any form of discrimination will not be tolerated under any circumstances
* All employees, contractors and temporary personnel are required to adopt a positive attitude towards the principle and practice of fair treatment and not to discriminate, victimise or harass others
* Any parent, carer, employee, contractor or temporary personnel who believes they or a child are being discriminated against, victimised or harassed has the right to complain to the FSASC Manager or a member of the Management Committee; all such complaints will be investigated speedily, confidentially, fairly and impartially and appropriate action will be taken to ensure that any discrimination, victimisation or harassment stops (see Complaints Policy).

The Club will treat a breach of this policy extremely seriously and will take appropriate disciplinary action (including summary dismissal and termination of contract) as deemed necessary.

In accordance with the individual’s statutory protection against victimisation, the club will seek to protect individuals from any form of victimisation arising from their taking action in relation to their rights under the relevant legislation or making any complaint under the procedure.

**Part Time Employees**

The club will not treat part-time workers less favourably than their full-time counterparts, just because they work part-time, unless there is an objective justification for such treatment.

**Document Control**

**DOCUMENT NAME: Equal Opportunities**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 1st of November 2021**

**Fire and Emergency Evacuation**

**Policy Statement**

The policy sets out the precautions taken by FSASC to minimise the risk of fire as well as the evacuation procedure to be followed in the event of a fire or similar emergency such as bomb alert. This policy forms part of the induction of new staff members and regular volunteers as FSASC.

The designated Fire safety Officers are Nikki Colston and Ali Christie. These senior staff members are responsible for ensuring this policy is covered fully during induction and for ensuring it is put into practice effectively. They are also responsible for recommending changes and improvements to policies and practice relating to fire safety and emergency evacuation of the setting.

**Procedure**

**Evacuation Drills**

We carry out regular evacuation drills with the children to practice the evacuation process. We vary the day and time of drills as well as the exit used to familiarise all children and adults with the range of exit options in the event of an emergency. All drills are recorded in the fire and emergency evacuation folder.

**Staff Training**

During their induction staff and regular volunteers and agency staff are thoroughly briefed on how this policy operates in practice. All Staff will then be aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Where possible, core staff will be trained to use basis firefighting equipment such as extinguishers and fire blankets. In the event of a small fire staff will only attempt to put out if they feel confident to do so and they and others are in no imminent danger.

**General Fire Prevention Precautions**

In addition to the fire risk assessment,

we do the following to minimise the risk of fire occurring on the premises:

* Using electrical equipment in accordance with the manufacturer’s instructions, ensure power points are not overloaded with adaptors, all electrical toys and equipment are subject to PAT (Portable Appliance Testing) regularly
* Ensuring that the ‘no smoking’ policy is always observed
* Regular risk assessments to check for possible fire risks such as frayed wires
* Switching off any equipment which does not need to remain on before leaving the premises
* Storing any potentially flammable materials safely
* Bringing inside all moveable equipment at the end of the day to minimise the risk of arson

**Fire Equipment and Exits**

Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer’s guidance. This is the responsibility of the school/Edinburgh Council.

Fire doors and fire exits are clearly marked and never locked, are not obstructed at any times and are easily opened from the inside.

**In the event of an emergency:**

1. Raise the alarm immediately.
2. All staff should remain calm when carrying out this policy.
3. Call the emergency services at the earliest opportunity.
4. An assigned staff member will collect the sign out register, the club register, mobile phone (if that is not available one of the phones on the desk) and the contact folder (red folder number 1 on shelf).
5. An assigned staff member will radio the staff to ensure all staff know there is an emergency.
6. An assigned staff member must check the girls, boys and disabled toilets and the gym hall.
7. If you are in the library or the gym hall leave through the nearest exit.
8. Escort children out of the building to the assembly point by the nearest safe exit. The assembly point is the first football pitch. Take with you: a) the register b) emergency contacts c) the setting mobile phone
9. Do not attempt to collect personal belongings or to re-enter the building after evacuation.
10. If possible as you leave close all accessible doors and windows to prevent the spread of fire.
11. A senior member will be responsible for assigning staff to check the entire premises to ensure all children, staff and visitors are safely evacuated providing that this does not put anyone at risk.
12. Take the register to ensure all children, visitors and staff are accounted for. If any person is missing inform the emergency services.
13. If it is not possible to re-enter the building in an appropriate length of time for the comfort and safety of the children, their parents/carers will be telephoned using the emergency contact details provided to us and asked to collect them.
14. If it is possible to re-enter the building in an appropriate length of time, parents/carers will be informed of the incident and resolution when they collect their child.

**Children’s Evacuation Procedure**

^ if you see a fire

^ tell an adult

^ listen to what you need to do

^ line up at the door

^ wait in the playground for a grown up to call your name

**Document Control**

**DOCUMENT NAME: Fire & Emergency Evacuation**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 15th of November 2021**

**First Aid Policy**

**Policy Statement**

At FSASC we ensure staff can take action to apply first aid treatment on the event of an accident involving a child or adult. At least one member of staff with current paediatric first aid training is on the premises or on an outing at any one time. However, FSASC endeavour to have all of their staff trained in First Aid. Training is updated every three years. A record of staff training, and the dates of any training are kept in the office and on the staff members individual Trello boards.

When children are registered at FSASC we request permission to administer first aid treatment and for emergency medical treatment. We will approach each case individually being careful not to discriminate on the basis of a protected characteristic under the equality act.

**Procedure**

At FSASC we have first aid boxes, the first aid kits are checked daily (as part of the daily checklist) or after an accident to ensure its contents are up to date and in good condition.

The first aid box is located within the office. We also have a first aid box for outings.

The outings first aid kit will be taken on all visits or outings. This is the responsibility of the manager.

First aid will be applied based on the paediatric first aid training undertaken by staff members. We will also take advise from emergency services on the best course of action where necessary.

Hygiene requirements relating to first aid provision are outlined in the hygiene policy.

Procedures for dealing with accidents and injuries are outlined in the accidents and injuries policy.

Any first aid treatment given to children will be logged on an accident report form and parents will be asked to sign this upon collection of their child. They can request a photocopy of the accident report form if they wish.

Any first aid treatment given to an adult will be logged on an adult accident report form and stored with the staff files. They can request a photocopy of the accident report form if they wish.

**Document Control**

**DOCUMENT NAME: First Aid**

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**LAST REVISION: 15th of October 2021**

**Health and Safety**

**Policy Statement**

FSASC takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The manager and staff will always strive to go beyond the minimum standards to ensure that health and safety remains the first priority. We aim to ensure the health, safety and welfare of all staff, children, visitors, volunteers and other individuals within the setting.

**Procedure**

It is vital to ensure that all members of staff and other persons who are affected by FSASC’s activities take health and safety matters seriously. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to disciplinary procedures.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are always adhered to. As such they are required to:

* Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work
* Report any accidents or incidents that have led to, or may be likely to lead to injury or damage and assist in the investigation of any such events
* Undergo relevant health and safety training when instructed to do so by the manager
* Ensure all environments we use, or visit is subject to a risk benefit assessment

The manager and senior staff team holds ultimate responsibility for ensuring that FSASC operates in a risk benefit assessed and hazard free manner.

**The manager will ensure that adequate arrangements exist for the following:**

* Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures
* Providing adequate health and safety training for all staff
* Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions
* Providing adequate resources, including financial as is necessary to meet the Club’s Health and Safety responsibilities
* Ensuring that all accidents and incidents are adequately reported and recorded as appropriate
* Reviewing all reported accidents and incidents to enable corrective measures to be implemented where appropriate
* Information received on health and safety matters is distributed to all members of staff
* Any action required as a result of a health and safety inspection is taken as rapidly as possible
* Any health and safety concerns about school property will be promptly reported to the relevant contact (the current business manager)

The identification, assessment and control of hazards within FSASC are vital in reducing accidents and incidents.

**Safety**

The manager is responsible for ensuring that FSASC premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature:

* During opening hours, the premises are used by and solely available to FSASC, its staff and the children
* There is adequate space for storing the entire Club’s equipment safely and securely so that staff and children are protected when accessing toys and equipment
* No child will be left unsupervised in the kitchen area
* Members of staff will have access to a telephone on FSASC premises at all times
* All chemicals will be stored in an appropriate way that is accessible to children

**Supervision**

Children are supervised appropriately according to the level of risk involved during play and activities. Staff are deployed adequately to always ensure general supervision.

**Site Security**

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving FSASC premises during the session. The FSASC staff will re-enforce this. All staff will observe and supervise the entrance and exit points when the Club is in operation.

Visitors to FSASC will not be left unsupervised with children at any time. If an unexpected visitor has no suitable reason to be on FSASC premises then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be called immediately. A record will be made of any such incidents in the Incident Report Folder and the manager will be immediately notified.

**Equipment**

All furniture, toys and equipment are kept clean, well maintained and in good condition. Equipment will be properly maintained and inspected. Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

**Animals**

No animal will be allowed on the premises without prior knowledge (with the exception of disability assistance dogs) and permission of the manager. A visit from an animal must be prearranged and accompanied by a responsible handler.

**Closing the club at short notice/in an emergency**

In very exceptional circumstances the FSASC may need to be closed at very short notice due to an unexpected event. In such circumstances the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the fire muster point where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected. If after every attempt parents cannot be contacted, the Uncollected Children Policy will be followed. A child will never be left alone on FSASC premises.

**Health**

Staff will make sure there is a regular supply of drinking water available to children at all times, especially in hot conditions. In such circumstances staff will also ensure that children are adequately protected from the sun.

**Sun Protection**

In hot weather parents/carers are requested to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun. When it is deemed necessary staff may apply sunscreen to children who cannot do it for themselves. In hot weather staff will encourage children to drink water frequently. Staff are also expected to keep themselves hydrated and protected from the sun. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

**Hygiene**

The manager and all staff will be vigilant to any potential threats to good hygiene in FSASC. A generally clean environment will be maintained at all times. There is always an adequate supply of soap and hand drying facilities for both staff and children.

When carrying out first aid, the person 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 and after giving first aid and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

**Kitchen Hygiene**

All areas where food and drink are stored, prepared and eaten are at higher risk of bacteria spreading. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. The following steps will be taken:

* The kitchen will be cleaned before and after snack daily. The kitchen will also be deep cleaned once a week
* Food storage facilities will be regularly and thoroughly cleaned
* Kitchen equipment will be thoroughly cleaned after every use
* If cooking is done as an activity all surfaces and equipment involved will be thoroughly cleaned before and after the session

**Personal Hygiene**

All staff and children will follow these routines:

* Washing hands before handling food
* Washing hands after using the toilet
* Covering cuts and abrasions while at the premises
* Washing of hands prior to and following first aid
* Taking any other steps that are likely to minimise the spread of infections

**Dealing with Spillages**

* Spillages of substances likely to result in the spread of infection will be dealt with rapidly and carefully
* Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting
* Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards
* Children will be kept well clear while such substances are being dealt with

**Document Control**

**DOCUMENT NAME: Health and safety**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 16th of November 2021**

**Healthy Eating and Snack Provision**

**Policy Statement**

FSASC is committed to providing healthy nutritious and tasty food for children during our sessions. We ensure our healthy eating and snack provision policy is in line with the Health and Social Care Standards 1.3.

Water will always be available throughout all sessions. The manager and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

**Procedure**

When preparing food and drink staff will be mindful of the provisions of the Health and Safety policy.

All permanent staff will be trained Food Hygiene as soon as they have settled within their job role. There will always be certificated staff member who is fully trained in food storage, preparation and food safety preparing snack.

Parents/carers are required to complete the registration form including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences.

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

**The staff at the club will make every effort to promote healthy eating and will lead by example:**

* Staff will discuss with children the importance of a balanced diet
* FSASC will ensure that snack time incorporates plenty of fruit, low fat and low sugar food.
* Healthy packed lunches are encouraged
* FSASC will not regularly provide sweets for children
* Excessive amounts of fatty or sugary foods will be avoided
* Fresh drinking water will be available at all time
* Particular dietary requirements will be met by embracing medical, cultural and religious needs. These separate snacks are stored in the locked fridge in the office
* Children will eat food in a smoke free environment
* A nutritionist has also been consulted in helping us plan a well-balanced snack menu

All children who wish to eat will be given anti-bacterial hand gel. Children have the right to refuse hand gel however they must wash their hands in the bathroom.

Food is placed in the centre of the snack tables or will be offered to the children by the staff. This develops independence through children making their own choices and encourages sharing skills and good table manners.

Snack times are social occasions in which children and staff participate. Snack will be served at 4pm Monday- Thursday and 3.30pm on Friday. We offer snack at the time each day as children may be less interested or distracted while playing and can forget to choose to eat or drink. This may result in the child becoming over hungry or thirsty, leading to challenging behaviours *(***Setting the Table, NHS Heath Scotland, 2015)**. The children sit together for snack time. “*When children sit down together to eat and drink, this provides an excellent opportunity for them to learn good social skills and behaviours associated with eating and drinking” (***Setting the Table, NHS Heath Scotland, 2015)***.* There is no set end time to snack. This is to ensure the children are eating and drinking at their own pace, in a relaxed manner. **(Health and Social Care Standards, Scottish Government, 2017)**

FSASC also promotes healthy eating through cooking activities which encourage children to think about the food that they eat and to try different food.

**Food Hygiene**

Food purchasing, preparation, service and storage meet the appropriate standards for food safety and sanitation. Gloves and aprons are provided and staff preparing any kind of food are expected to wear these. All food which needs to be kept chilled is put on the appropriate shelf in the fridge and eaten before its sell by date. As part of the daily checklist all foods stored in the setting are checked daily to ensure no food is past its sell by date and the fridge temperature is checked and noted to make sure food is being stored at an appropriate temperature.

Food which is uneaten at the end of the day will be thrown away or stored in the appropriate way.

**Document Control**

**DOCUMENT NAME: Healthy Eating**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: 13th of November 2018**

**Hygiene**

**Policy Statement**

FSASC is committed to maintaining high standards of hygiene and cleanliness. This helps maintain the children, staff and visitor’s health and well-being. This policy is in place to outline the measures we use to achieve high standards of hygiene in the setting.

**Procedures**

**Children**

Our daily routines encourage the children to learn about personal hygiene e.g. washing hands at key times during the day including before eating and after using the toilet etc. We also have non-allergenic soap available for children who may have soap allergies.

**Staff**

During our induction process an explanation of the hygiene measures within this policy are explained to ensure all staff and regular volunteers can put the requirements of this policy into practice.

We regularly clean resources and equipment, dressing-up clothes and furnishings during the year and do a deep clean of the setting over the summer and after the winter break each year. All mop water is disposed of down the toilet which is then flushed.

**Food hygiene**

At FSASC we serve a light snack prepared at the setting.

All areas where food and drink are stored, prepared and eaten are a high risk for bacteria to spread. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances.

The following steps will be taken:

* A daily check of food preparation areas is conducted during our daily checks
* Food storage facilities will be regularly and thoroughly cleaned
* All members of staff involved in food preparation will be trained in food hygiene
* Waste will be disposed of safely. All surfaces and equipment involved will be thoroughly cleaned before and after the session
* Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould
* Food products are reheated in the microwave and probed to a safe temperature (75 degrees centigrade minimum)
* All utensils, crockery etc are clean and stored appropriately
* Cleaning materials and other dangerous materials and equipment (e.g. knives) are stored out of children’s reach
* Children do not have unsupervised access to the kitchen
* When children take part in cooking activities, they: are supervised at all times; understand the importance of handwashing and simple hygiene rules, are kept away from hot surfaces, hot water and do not have unsupervised access to electrical equipment such as blenders etc.

For further details of the Food Hygiene controls please refer to the daily checklist.

**Aprons and gloves**

We provide disposable aprons and gloves to be worn when cleaning bodily fluids. These are also to be worn when administering preparing and handling snack food and administrating first aid.

**Hygiene and Cleaning Supplies**

We ensure adequate hygiene supplies are available at all times. This includes: disposable aprons and gloves, antibacterial hand soap, paper towels to dry hands, tissues & antibacterial surface spray, antibacterial surface cleaner solution (e.g. for cleaning floors), mops, brooms and dustpans for different cleaning tasks.

Dealing with 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 soiled clothes disposed of safely. Staff will wear disposable gloves during the cleaning process and an apron if appropriate to protect their clothing and will use an antibacterial cleaning agent. After cleaning the area staff will wash their hands and other affected areas thoroughly using antibacterial soap. Children will be kept well clear while such substances are being dealt with.

**Document Control**

**DOCUMENT NAME: Hygiene**

**FIRST ISSUED: 18 May 2014**

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**Illness**

**Policy Statement**

At FSASC we recognise that it is important for children and staff (including regular volunteers) to attend the setting only when they are fit and well. This helps prevent the spread of viruses and infection and keeps the setting a healthy place for children and adults alike.

We work to the exclusion periods set out by the health protection Scotland. A copy of these exclusion periods is displayed in the setting. Any staff or children who have been unwell are required to comply with these exclusion periods before returning to work or sending their child back to the setting.

**Procedures**

**Unwell Children and Staff (including regular volunteers)**

If children appear unwell during the day e.g., if they have a temperature, sickness, diarrhoea or pains particularly in the head or stomach a member of the senior staff team will call the parent/carer and ask them to collect the child or send known carer to collect the child on their behalf. Parents and staff (including regular volunteers) must comply with the exclusion periods set out by Health Protection Scotland before returning to the setting.

We reserve the right to refuse admittance to children or staff (including regular volunteers) who have a temperature, sickness and diarrhoea or a contagious infection or disease.

If a child has a temperature, they are kept cool be removing top clothing, sponging their heads will cool water, but kept from draughts. Temperature is taken using a digital thermometer kept in the first aid box.

In case of an emergency the major injury procedure from the accident and injury policy will be followed.

Where children have been prescribed anti-biotics parents are asked to keep their children at home for 48 hours before returning to the setting to ensure they have no adverse reaction to the medication.

**HIV/AIDS/Hepatitis procedure**

HIV virus, like other viruses such as Hepatitis (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for children and adults are set out in the Hygiene policy.

When a case of head lice is discovered at the setting the situation will be handled sensitively. When the child concerned is collected, their parent/carer will be informed in a sensitive manner. The child concerned will not be isolated from other children and these is no need for them to be excluded from activities or sessions at the setting. In exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

Staff and regular volunteers should check themselves regularly for lice and treat whenever necessary.

**Reporting of ‘Notifiable Diseases’**

If a child or adult is diagnosed with a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, a senior staff member will report this to the Health Protection Scotland. When the setting becomes aware or is formally informed of the notifiable disease the manager will inform the Care Inspectorate and will act on any advice given by the Health Protection Scotland agency.

**Document Control**

**DOCUMENT NAME: Illness**

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**LAST REVISION: 16th of November 2021**

**Individuals with Additional Support Needs**

**Policy Statement**

At FSASC we are aware that some adults and children have additional support needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all people with additional needs are able to access our services and are made to feel welcome.

We provide an environment of encouragement, acceptance and respect where all children are supported to reach their full potential. We believe that children with additional support needs and/or physical disabilities have a right to play, learn and be able to develop. Whenever possible, children with additional support needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. We value the input of parents and carers and work in partnership with them and other agencies who support the child and family to ensure this aim is able to be made reality and the child enjoys their experience at the setting.

We seek to support staff members, volunteers and parents/carers of children who have additional support needs to access our services. We will not discriminate against anyone on the basis of their additional support needs either directly or indirectly in any part of our practice. We aim at all times to be a welcoming, inclusive and supportive settings for all our service users and employees.

Our policies, procedures and practices in relation to people with additional support needs and/or physical disabilities are consistent with current legislation and guidance. These include the Equality Act 2010 and the Special Educational Needs and disability code of practice 2015.

**Procedures**

**Admissions**

Admission to FSASC is governed by our admissions policy. We ensure that this policy offers equality of access and opportunity for all children and parents/carers never treating an individual with additional needs less favourably on the basis of those needs.

We consult with parents/carers prior to admission to gain information about their child and family and how we can support them. We use information gained prior to the child joining the setting to make necessary adjustments where possible within budgetary constraints to ensure that the setting is ready to successfully facilitate the child and their family from the first day.

Our resources are reviewed regularly to ensure they are meeting the needs of the children in our care – where gaps are identified we seek to remedy this where possible with regard for our budgetary restrictions.

Our learning environment is an adaptable space which is changed often to meet the changing needs and interests of the children. We make sure changes with regard to the requirements and abilities of the children in our care to ensure all are able to access the learning environment as fully as possible. We aim to provide an environment which promotes independence, confidence and learning through play.

**Partnership with Parents**

We work closely with all parents/carers of children accessing our services. We ensure that all staff are aware of and understand the need for confidentiality with parent/carer permission being sought before information is shared with staff and then only as necessary to support the child.

We may need to seek advice and support from external specialists such as our area special educational needs coordinator (SENCO) in how we can best support a child or family – parent/carer permission will be gained before such advice is sought.

**Staff Training**

Meeting the needs of those with additional support needs is the responsibility of all members of the setting. We provide appropriate training for staff who work with children where the child or a family member has additional support needs where this is available and affordable for the setting. We encourage all staff to share information from training, journal articles and good practice in order to ensure our standards of acre and provision for those with additional support needs remains high at all times.

Where a member of staff is employed who has additional needs we encourage them to share information with the manager and colleagues about the things they may need assistance with or to do in a different way, so the team are able to be fully supportive and assist them to carry out their job role to a high standard. If training is required for the staff team about the additional needs of a team member this will be arranged either in a house conducted by the manager or with the input of an external adviser.

**Document Control**

**DOCUMENT NAME: Individuals with Additional Support Needs**

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**Intimate Care**

**Policy Statement**

This policy relates to the safety of children and ensuring that children are cared for and respected in a non-degrading manor at all times. Staff will reassure children at all times and ensure that they feel respected.

**Procedure**

Duty of care and changing a child:

* FSASC will ensure that any child that has had an accident will be treated in a kind and respectable manor
* Staff will ensure that any child that has had an accident is taken into the appropriate toilets and given a change of clothes to change into
* Staff, only when needed to assist with changing a child will wear an apron and gloves to do so
* Where possible staff will ask another staff member to be present during this process
* Staff will fill out an incident form after they have changes a child, describing why the child was changed and also dating and signing the incident form
* If a staff member does not assist in the changing of the child but does give the child clothes to change into the staff member must inform parents at collection time
* Spare clothes should be washed and returned to the after school club

**Document Control**

**DOCUMENT NAME: Intimate Care**

**FIRST ISSUED: 18 May 2014**

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**Invacuating Policy**

FSASC recognises that, within its fire and emergency evacuation policy, a plan needs to be made to help combat a threat to children, staff and visitors which occurs whilst they are outside of the school building, but in the school grounds. This policy sets out the FSASC response to such an emergency. This policy will be reviewed regularly to reflect changing circumstances and experience.

**Possible Threats**

There are a number of possible situations which could be seen as a threat and therefore demand an invacuation . of staff, children and visitors within setting. For example but not limited to

* An animal wandering into the school grounds.
* A stranger who enters or attempts to enter the school grounds.
* An object thrown into the school grounds from outside.
* The collapse of tree, wall or fence etc.

**Response**

* Whenever a group of children are outside there will always be the appropriate amount staff to cover the ratio
* In the event of a threat arising it is the responsibility of the staff with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances. A member of the senior team should be notified immediately.
* Once the children are in the school a number of steps need to be followed see below
* Like snack time ensure the children line up at the door and a staff member remove their name from the board. A staff member should remain outside (unless the threat is deemed to high) until all the children are confirmed to be inside
* A member of the senior team will take a register to ensure all children are indoors.
* Groups of children in the library or gym halls will stop their activity if deemed necessary by a member of the senior team and join the group in the hall
* If deemed necessary by a senior team member all doors will be closed and locked and other staff with in the school will be notified of this (This depends on the level of threat)
* If the threat requires it the appropriate emergency services will be called
* If the threat level is high the senior team may move the children to the old gym hall being sure to take with them the setting mobile phone, registers and emergency contacts
* If the threat level is high parents / carers will be called and informed on the best course of action on picking up their children from the setting
* If the emergency services are involved the club will follow all instructions given

**The senior staff team will work together to ensure all children, staff, parent/ guardians and visitors are safe if a threat arises. The course of action may change depending on the level of the threat. The senior staff team will take the best course of action that they deem necessary to keep the setting safe. After a threat the manager will write up a detailed incident report and that will be passed on to the director of the committee and the care inspectorate.**

**Document Control**

**DOCUMENT NAME: Intimate Care**

**FIRST ISSUED: 18 May 2014**

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**Missing Child**

**Policy Statement**

Our club has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

**Procedure**

Even when all precautions are properly observed emergencies can still arise. Therefore, members of staff will undertake periodic head counts especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy).

**If for any reason a member of staff cannot account for a child’s whereabouts during a session at the Club, the following procedure will be activated:**

* The manager and the rest of the staff team must be informed that the child is missing
* A thorough search of the entire premises will commence
* The staff team will be careful not to create an atmosphere of panic and will ensure that the other children remain safe and adequately supervised
* The manager will nominate as many members of staff as possible to search the area surrounding the premises
* All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the club
* If after ten minutes of thorough searching the child is still missing, the manager will inform the police and then the child’s parents/carer
* While waiting for the police and the parent/carer to arrive searches for the child will continue
* The management committee will also be notified at the earliest opportunity
* During this period other members of staff will maintain as normal a routine as is possible for the rest of the children
* The manager will be responsible for meeting the police and the missing child’s parent/carer

The Manager will coordinate any actions instructed by the police and do all they can to comfort and reassure the parent/carer.

Once the incident is resolved the manager and staff team will review relevant policies and procedures and implement any necessary changes.

All incidents of children going missing from the Club will be recorded on an Incident Record Sheet, and in cases where either the police or Social Care have been informed the Care Inspectorate will also be informed as soon as possible.

**Document Control**

**DOCUMENT NAME: Missing Child**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: February 2017**

**Play and Participation**

**Policy Statement**

Play is an essential part of a child’s life. Play is intrinsic to their quality of life and important part of how they learn, develop and socialise with their peers. According to the Statutory Framework for Early Years Foundation 2012 “play is essential for children’s development building their confidence as they learn to explore and to think problems and to relate to others. Children learn by leading their own play and by taking part in play that is guided by others”. Our staff understand that it is our role to facilitate children’s play. We aim to offer a wide range of play opportunities that enable children to play freely and be the masters of their own play.

**Procedure**

FSASC support and facilitate play by:

* The staff will support all children in the creation of a space in which they can play
* Children will be confident in making requests for other equipment. Equipment may be used in conjunction with other equipment. Children can ask staff at any time for resources/
* Children will be involved in the selecting of additional equipment
* The environment will be set up prior to children arriving and will include a range of play opportunities. This will be based on the children’s current interests and our play ideas twitter board will be consulted beforehand
* Children are not required to be occupied at all times. If a child chooses to have quiet time staff will respect this
* Staff will recognise their own impact on the play space
* Staff will balance risk with the development benefit and well-being of children and only intervene where they have cause for concern. This gives children the opportunity to develop problem solving and risk assessment skills of their own
* A record of activities and play opportunities will be kept and reviewed to ensure that appropriate ranges of play types are offered. This information will be stored within our planning folder and our children’s idea folder
* Staff will recognise that children need to put their own creative style and ideas into their creation such as cooking, arts, crafts, sports and gardening
* Children will be involved in planning activities so that the programme reflects their opinions. This will be done by staff observing children’s play and by children being encouraged to add ideas to our Play Ideas Twitter Wall
* Activities will be carefully planned to allow children to build on the natural curiosity, advance their thinking and use their imagination
* Children will be given notice when their play must come to an end. For example at the end of the day
* If a play request is refused an explanation will be given
* Staff are aware of all the play types and will regularly evaluate whether we offer all of the play types within our setting

**Outdoor Play**

At FSASC we believe that outdoor play is essential to a child’s health and well-being. Outdoor play encourages physical activity and exercise essential to maintaining a healthy lifestyle. Outdoor play develops children’s gross motor skills, coordination, problem solving, physical strength and develops their self-confidence. At FSASC we support and facilitate outdoor play by:

* Children will be offered access to outdoor play every day. We support this by offering water proof trousers and jackets
* Any outdoor activities will take place in appropriately supervised spaces
* Activities will be evaluated by staff and children regularly so play experiences and activities can be improved
* We encourage children to bring their play outdoors including toys, art supplies etc
* During holiday club days we will ensure children are offered trip days that include visits to local community play areas, allowing children to explore their environment

**Risk in Play**

FSASC will facilitate and encourage play opportunities for children which are deemed to be risky. We recognise that risk is different for individuals e.g. a four-year-old may deem it a risk to walk along a plank 30cms off the ground, whereas a seven-year-old may not deem that to be a risk unless the plank was considerably higher. We support the need for risky play and recognise that it is an important aspect of child development. At FSASC we support and facilitate risky play by:

* Acknowledging children often crave risk when playing. They want challenge and excitement in their play. They need to experience challenging play opportunities in order to develop in their daily lives
* Acknowledging that children need to learn to risk assess situations themselves. This allows children to develop risk assessment and problem-solving skills. Staff will only intervene when a situation is deemed unsafe.
* Staff will risk benefit assess all areas and equipment before children have access to them

Staff will risk benefit assess all off-site areas before the trip is taken by the children.

**Equipment**

FSASC provides a wide range of resources and equipment in order to provide a range of play opportunities and activities to enhance children’s play experiences.

As equipment is set out everyday staff will ensure the equipment is safe for the use of the children. All broken or damaged equipment will be thrown out and where possible replaced.

**Toys, Equipment and Gadgets from Home**

FSASC supplies the children with various toys, equipment and gadgets within the setting. If a child chooses to bring any toys, equipment or gadgets from the home the FSASC does not take responsibility if the toy, equipment or gadget is damaged, lost or stolen. Children are encouraged to hand in any toys, equipment or gadgets they bring from home at the beginning of the session to be locked in our office.

**Document Control**

**DOCUMENT NAME: Play**

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**LAST REVISION: February 2017**

**Risk Benefit Assessment**

**Policy Statement**

We understand the importance of ensuring that systems are in place for checking that FSASC is a safe and secure place for children, staff and other visitors.

Our risk benefit assessment procedures are part of a continuous process to prevent any dangerous incidents taking place.

Ensuring all our risk benefit assessment procedures are followed are the responsibility of all staff as part of their daily duties.

**Procedure**

FSASC is required to undertake regular risk benefit assessments and take any necessary action arising from these. Reviews are conducted when there is any change to equipment or resources, any changes to FSASC ‘s premises or when particular needs of a child or visitor necessitates this.

The manager is also responsible for conducting any necessary reviews or changes to the club’s policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – indoor and outdoor – will be carried out daily. This ordinarily will be completed by a senior member of staff on arrival at the Club and will be completed before any children arrive.

During the session staff will be vigilant and continuously aware of any potential risks to health and safety arising from the club’s environment, all surfaces and floors inside and out and all equipment used by children and staff.

On discovering a hazard staff will take all steps necessary to making themselves and any other people potentially affected safe.

The manager is then responsible for ensuring that any necessary action is taken.

All our policies and procedures will be reviewed annually by all staff to ensure all our policies and procedures are relevant to our current practice.

**Recording Accidents, Incidents and Dangerous Occurrences**

All accidents, incidents and dangerous occurrences will be recorded on the same day as the event took place. The record will be kept within our incident folder. The details included in this folder are:

* The time, date and nature of the incident, accident or dangerous occurrence
* Details of the people involved
* The type, nature and location of any injury sustained
* The action taken and by whom

The signature of the member of staff who dealt with the event, any witness and countersignature of the parents/carers of the children involved.

**Document control**

**DOCUMENT NAME: Risk Benefit Assessment**

**FIRST ISSUED: 18 May 2014**

**LAST REVISION: February 2017**

**Uncollected Children**

**Policy Statement**

In the event that a child is not collected by an authorised adult at the end of a session FSASC will follow the agreed procedures. The child will be cared for safely by an experienced and qualified member of staff who is known to the child. The club will ensure that the child receives a high standard of care in order to cause as little distress as possible.

**Procedure**

If a parent/carer is held up by unforeseen events and they are unable to pick the child up by 6pm they must contact the club to explain the reason and advise of the collect time or alternatively advise of another registered person collecting.

If no contact is made the club will phone the contact numbers provided on the registration form.

If there is no reply the club will phone the emergency contact numbers. If the person is unknown to the club but are listed on the registration form, they will be asked to bring proof of identity.

At 6.30pm if the parent/carer has not contacted the club, Social Care Direct will be contacted on 0131 200 2324.

The most senior staff member present will make the call and follow the instructions given by Social Care Direct.

**Document Control**

**DOCUMENT NAME: Uncollected Child**

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**LAST REVISION: March 2019**

**Visits and Outings**

**Policy Statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their play experiences.

The staff at FSASC ensure the safety of the child and their wellbeing is at the centre of this policy.

When a child is registered with the club a blanket consent form must be signed by a parent/carer if they wish for their child to attend our trips.

**Friday Trips**

If your child attends a Friday session they may be able to attend one of the following trips we provide:

* Swimming (over 9 years old)
* Soft Play
* Park
* Woods

We will always give parents at least one weeks’ notice of these trips.

Holiday Club Trips

During the holidays we offer two trip days a week. These trips will be listed within our newsletter along with any additional information required such as:

* Where the children are going
* What they will be doing
* Travel arrangements
* Estimated time of departure and arrival back at the club

**Procedure**

Before any outing a member of the senior staff team will visit the venues to complete a risk benefit assessment to make sure it is age appropriate and to have a sound knowledge of the layout. The member of staff will carry out a full risk benefit assessment of their finding and make them available to staff.

A list of children attending the outing will be compiled and organised into groups identifying a key member of core staff responsible for each group.

The ratio for every trip unless stated differently in the risk assessment is one adult to 8 children.

The member of staff in charge on that day will make sure they carry the emergency contact cards of each child attending the trip and the first aid kit.

The children will be asked to find themselves a walking partner from their group. They must stay with this person at all times whilst travelling.

The register will be taken before leaving the club along with a headcount.

Staff will never leave the children unattended at any time and regular headcounts will be carried out throughout the trip.

If a child is lost during the outing the member of staff in charge will follow the Missing Children procedure.

**After Visits and Outings**

Staff will carry out a review of the trip to identify the following:

* Did the children enjoy the trip?
* Was the trip appropriate for the children?
* Did the timings work?
* Did the staff ratios work?
* Did the cost of the trip stay within budget?
* Was the travel arrangement appropriate?

Staff will ensure that both children and parents/carers are also involved in the review and will ensure their opinions are considered for future trips.

**Document Control**

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