

Policies and Procedures

THE PLAY PAD

THE PLAY PAD - POLICIES AND PROCEDURES

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Policies and Procedures Statement

These policies and procedures have been written to meet the criteria required by Ofsted with reference to The Early Years Foundation Stage and The Compulsory Childcare Register. They will ensure efficient and safe management of The Play Pad and will promote the best welfare and care of all children in a child friendly environment.

Due to COVID-19, these policies and procedures have been updated in line with current Government regulations as of August, 2020. Government, local and Environmental Health guidance surrounding COVID-19 will be closely monitored; as and when regulations and advice relating to the service of The Play Pad alter, any necessary changes to these policies and procedures will be implemented as soon as possible.

Parents, children, staff and any other user who has symptoms of COVID-19 must **not** attend The Play Pad in any capacity.

These policies and procedures will be reviewed and updated as and when necessary.

- The Play Pad will at all times promote the individual development of each child by providing suitable play opportunities thus allowing each child's physical, cognitive, linguistic, spiritual, social and emotional development to take place
- The Play Pad will encourage all children to communicate confidently at a level appropriate to their age and stage of development
- The Play Pad will give children a wide variety of opportunities to enable them to become confident and competent learners.

For the purpose of this document, the word 'parent' refers to parents and any adult with legal responsibility for a child attending the provision.

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Admissions Policy

The founding principle of The Play Pad is that it will provide a safe, stimulating and caring environment for the purpose of before and after school care. The Play Pad will be available to children who attend Stafford Leys Primary School.

The Play Pad will comply with the registration requirements as set out by Ofsted and the insurance company, Morton Michel.

Admissions Procedure

- A parent and child **must** view The Play Pad to assess the suitability for their needs and those of their child before registering their child – this also applies to circumstances such as emergency care;
- Information regarding registration for The Play Pad is available to all parents of pupils of Stafford Leys Primary School via iPAL or by contacting the proprietor, Louise Percival, at theplaypad@sky.co.uk or by telephone: 07854 308790
- iPAL is the online platform for a parent to register their child with The Play Pad
- As soon as a child is registered with The Play Pad, a registration fee will be due
- If sessions are available, a child may attend immediately
- At the proprietor's discretion, preference may be given to a child whose personal family circumstances could be negatively affected by a lack of childcare or where there is a potential/known safe guarding or child protection issue.

Special Needs Statement

The proprietor is the person responsible for co-ordinating children with special needs at The Play Pad.

All children will be welcomed at The Play Pad providing the parent, staff and other professionals involved consider it to be the best possible provision for the child. Training for staff and the role of a designated key worker will be carefully considered and support from outside agencies will be sought in order to provide the most appropriate care for a child with a special need or disability.

- If a parent/guardian has cause for concern regarding the development or behaviour of their child, The Play Pad staff will support the situation and a plan of action will be established
- If staff at The Play Pad have cause for concern regarding the development/behaviour of a child, this will be shared with the parents. A plan of action will be discussed and recorded to enable support to be offered to the child, family and staff – this may include a Key Worker and/or one to one support
- The Play Pad may contact outside agencies for further advice with a parent's permission.

Inclusive Practice

The proprietor is the person responsible for ensuring inclusion at The Play Pad.

- The Play Pad will ensure all children are able to access a wide variety of toys, games and activities that represent the diverse society of which they are a part of
- The Play Pad will treat parents and children fairly and their rights and views will be listened to and valued within the setting
- The Play Pad will seek additional support for a child at the earliest opportunity by liaising with parents to address any concerns. This may involve working with other organisations to ensure the best outcome for a child's overall well-being

The Play Pad is aware of the Equality Act (2010) which will support all aspects of fair inclusion.

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Safety

Policy: It is the policy of The Play Pad to ensure the safety of all *users of the facility at all times. Staff employed at The Play Pad will strive to provide and maintain a safe environment for themselves and all users. This will be achieved through training and information from appropriate agencies – environmental health, fire department etc. Staff will comply with all statutory requirements in order to give a high level of commitment to both health and safety. Fire practices will be held every term to maximise the evacuation procedure for all staff and children. The evacuation will be recorded in the fire logbook. If there is a change in staffing, then a fire practice will take place as soon as reasonably possible for the benefit of new staff.

*users refers to all children, staff, visitors, parents, volunteers and students.

Keeping Safe

- The Play Pad will ensure the physical and psychological safety and security of all children at all times
- The Play Pad will ensure that all children are aware of the rules and boundaries that are in place to enable a fair and secure environment is provided for all
- The Play Pad will offer choices that are age and developmentally appropriate. Children will be encouraged to make choices and help and support will be offered as necessary
- Staff will take reasonable care for their own health and safety and that of others, who may be affected by what they do, or fail to do.
- This includes the safe storage of toys, games and equipment, using appropriate equipment to access items stored on the high shelves in the cupboards
- Staff are requested to work in pairs when moving tables and other furniture around the hall to prevent injury to themselves and others
- Staff will cooperate with their employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe
- Staff will immediately raise any health and safety concerns with the proprietor

Supervision of Children

It is the policy of The Play Pad to ensure adequate supervision for all children in line with the insurance policy. There will be a minimum of two staff on duty at all times. All staff will be trained in Paediatric First Aid.

- Children will be appropriately supervised at all times by staff that have been appointed to work at The Play Pad
- Activities will take place on Stafford Leys School's premises

A child may occasionally be allowed supervised access to the kitchen if permission has been given from a staff member.

Risk Assessment

Policy: The Play Pad realises that the safety of all children is of paramount importance. An incident/accident is an unplanned, uncontrolled event that may cause distress and/or minor or major injury. Risk assessment is a technique that helps in the prevention of accidents and serious incidents.

The overall focus regarding safety at The Play Pad will be on controlling the real risks, not eliminating all risks. Health and safety is about doing tasks and activities safely and not finding reasons not to do them.

There is a specific risk assessment in line with Government and local Environmental Health Agency guidelines regarding Covid-19 – this will be reviewed as applicable.

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Procedure: Every identified hazard will be assessed and recorded as to the risk it imposes. The Play Pad will endeavour to control these risks through observation and monitoring of all activities and any accidents/incidents that occur. Reviews of these hazards will take place annually in January or as and when a risk occurs to ensure that the risk assessment is implemented to its best advantage. Immediate and relevant action will be taken if a new or potential risk occurs. Children will be encouraged to think about possible risks during activities and participate in child-friendly risk assessments with reference to activities that take place.

Incident Record Statement

Significant incidents will be recorded that occur at, or with respect to, The Play Pad. Some incidents may need to be reported to Ofsted by the proprietor of The Play Pad. Parents will be informed if their child has been involved in an incident of a significant nature and in such cases will be required to countersign the form. All information will be treated in confidence but The Play Pad reserves the right to share such information with other professionals on a 'need to know' basis.

Visitors

It is the policy of The Play Pad to keep a record of visitors to The Play Pad.

Procedure: All visitors are required to "sign in" and "sign out" when visiting The Play Pad. This will be done on site via iPAL.

Information that is required regarding a visitor includes:

- name
- company or home address
- contact telephone number
- reason for visit
- time of arrival and time of departure

A visitor who is staying for the duration of a session will be given a visitors' identity badge.

A member of The Play Pad staff will accompany a visitor at all times.

If an unexpected person arrives at The Play Pad, identification and the reason for the visit will be requested before he/she is allowed onto the premises. If it is unsatisfactory, admission will be refused. Additional support will be sourced if necessary, from school or the police.

Fire Safety

Policy: Through induction and training all staff at The Play Pad will act quickly and responsibly in the event of a fire to ensure the safety of all occupants on the premises.

The following procedure will be adhered to:

- Upon discovery of a fire, "FIRE" will be shouted loudly and clearly
- The member of staff nearest to the fire emergency alert system will activate the alarm (intermittent and continuous bell) by pushing the button
- All children will be exited from the building via the safest route by all staff except the duty manager
- The duty manager will check the storage cupboard, kitchen, lounge and toilets
- The duty manager will call 999 and liaise with the fire service upon arrival and will also inform the school

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- In the instance of a group of children playing outside, the staff member evacuating the Community Hall and associated areas will radio the outside staff who will then escort the children to assemble together as far away as possible from the school buildings
- Children, staff and visitors from the Community Hall and associated areas will assemble behind the railings on the footpath to the left of the front of the school building
- The duty manager will call the register to ensure all children, staff and visitors are present; staff outside will also call their register
- No one will re-enter the building until the fire service have carried out their duties and given permission for any person connected with The Play Pad to do so
- The details of all fire drills held by The Play Pad will be recorded. This will include any problems and how they were, or propose to be, resolved
- It is the policy of The Play Pad to ensure all users of The Play Pad understand fire safety procedures. To reinforce this, termly fire drills will take place. Varying times, days and exits for such drills will ensure that all staff and children will participate and, in turn, understand the evacuation process
- The proprietor at The Play Pad will assume responsibilities for ensuring such fire drills are regularly undertaken and that new staff are aware of the fire policy and procedure and participate in a fire drill as part of their induction
- A daily check of all firefighting equipment for use by The Play Pad will be made and recorded on the daily risk assessment form
- Annual maintenance checks of firefighting equipment will be carried out by an approved organisation for Stafford Leys Primary School.

Lockdown

A lockdown situation may present in different forms from compulsory closure due to a local environmental issue or national pandemic, to a sudden attack by an individual or group. Such circumstances may be totally unexpected. The Play Pad will endeavour to protect all children, staff and users as far as reasonably possible in any such scenario.

Lockdown policy in the case of an environmental health issue or pandemic: In the event of instruction from Environmental Health or the Government leading to a local or national lockdown, The Play Pad will follow all steps as directed in the best interest of the health and safety of all users.

Lockdown policy in the case of a sudden attack: In the event of The Play Pad being aware of an unwanted and potentially dangerous situation, be it signalled by school in the form of a long continuous bell or otherwise, staff will assume an attack is taking place somewhere on Stafford Leys School's premises that may put children, staff and users at risk and/or endanger lives. All staff are trained to act quickly and responsibly in the event of an attack to best ensure the safety of all users of The Play Pad.

The following procedure will be followed as closely as possible:

- Staff will assemble all children and users together calmly and quietly, in the safest place possible, preferably out of sight;
- Staff will endeavour to close all windows, curtains and doors;
- The emergency services will be contacted on 999 and any instructions given will be followed;
- Staff, children and users will remain in place until they are given further instruction from the emergency services.

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Safeguarding of Children

Policy: The Play Pad will create an effective culture of safeguarding where children are safe and able to confide with staff if they do not feel safe - the child's best interest is of paramount importance and any suspicion of abuse will be dealt with promptly and appropriately.

Staff will be aware that:

- safeguarding is ongoing, and not only relevant within The Play Pad setting
- timely information sharing is essential to effective safeguarding
- information must only be shared on a 'need-to-know' basis, but consent is not needed to share information if a child is suffering, or at risk of, serious harm

Abuse may take different forms such as: sexual (including sexual exploitation and voyeurism), emotional, physical, neglect, cultural practices (e.g. FGM, breast ironing, honour based violence), radicalisation (PREVENT), county lines (criminal exploitation), peer to peer bullying/harassment (including online), domestic violence (including substance abuse within the home environment), modern slavery, gender based (e.g. transphobic/homophobic), prejudice (e.g. due to disability, race, beliefs), poor parenting skills, fabricated and/or induced illness, homelessness, or a combination of these with an overall awareness of disguised compliance.

All staff have a professional responsibility for the welfare and safety of children for whom they care for and will therefore challenge any person who comes to collect a child if they appear to be under the influence of alcohol or drugs. In such an instance it will be made very clear to the person collecting a child that their conduct gives cause for concern. Staff have the right to request another person to collect a child in such an instance. If the situation cannot be resolved then staff have the right to act in the child's best interests and will call the Local Safeguarding Children Board (LSCB) and/or the police.

The proprietor is the Designated Lead Person (DSL) for safeguarding issues.

The following procedure will be followed if any form of child abuse is suspected:

- all disclosures will be taken seriously and dealt with promptly
- the member of The Play Pad staff to whom a disclosure is made will:
 - listen calmly and reassuringly
 - record any disclosure made by a child or person as soon as possible in the child's/person's own words
 - explain what that they will have to pass this information on; they will not promise to keep it a secret
 - all recorded information will be dated and the time noted
 - the staff to whom the disclosure was made will inform the designated lead person (DSL)
 - information regarding a disclosure will be treated confidentially, however, the DSL (or staff in their absence) may seek advice from the LSCB and duly follow it; this may include:
 - talking to a child's parent(s) – so long as this is deemed safe and will not put the child at further risk
 - talking to the headteacher
 - completing a MARF (multi agency referral form) within the timeline guidance as stated
 - staff have the right to know that a disclosure has been dealt with in line with LSCB guidelines – this does not mean full details need to be disclosed
- staff have a responsibility to 'whistle blow' if they become aware of any abusive situation within the childcare organisation or if they believe a concern hasn't been dealt with correctly
- all safeguarding records will be stored in a locked filing box
- the proprietor will take lead responsibility for training staff regarding the safeguarding of children within the setting and will operate in accordance with the LSCB's recommendations
- the proprietor will be pro-active in ensuring training is ongoing and up to date by sharing information at the weekly staff meetings

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Staff will also:

- observe and monitor children's behaviour and record any signs that give cause for concern
- address any concerns with parents and help to implement support where appropriate
- deal with any issues of inappropriate behaviour/bullying immediately
- record any 'pre-existing injury' – whether visible or otherwise - and follow up appropriately – this includes following LSCB procedures

From the Local Safeguarding Children Board – MARF 2018 (Multi Agency Referral Form)

Leicestershire: Any professional or practitioner wanting to make a request for service to Leicestershire County Council including Early Help or Social Care should complete the MARF form online.

If there are urgent concerns based on evidence that a child is suffering or at risk of significant harm which requires a Child Protection response this should be reported immediately by telephone on 0116 3050005. A written referral must be submitted to document the information shared within 24 hours.

In any case where a professional is unclear if the threshold is met contact should be made with agency safeguarding leads for advice, or, in complex cases, a call can be made to the consultation line on 0116 3055500 between 10:00am and 4:00pm.

If there are immediate concerns about risk to the safety of a child, call the Police (999) immediately.

Staff at The Play Pad

- All applicants for positions within The Play Pad will be treated fairly during the application process
- The Play Pad will appoint the best person for each position available
- The Play Pad will appoint staff with appropriate childcare qualifications and experience
- All staff will be given the opportunity to undertake appropriate training relevant to their professional needs and any other training considered to be beneficial to The Play Pad team, e.g. Safeguarding Children; First Aid; Food Hygiene; Behaviour Management; Equal Opportunities
- All staff will undergo a Disclosure and Barring check
- Upon the offer of a position with The Play Pad, the proprietor will take up 2 references (written references will be requested but telephone/email references will also be accepted). The Play Pad reserves the right to withdraw an offer of employment if references are unsatisfactory.
- There will be a probationary period for all staff
- The requirements of Safeguarding Vulnerable Groups Act 2006 will be taken into account and persons will **not** be offered employment if they are considered unsuitable to work with children
- Prospective staff will be asked to declare all convictions and/or cautions and court orders which may disqualify them from working with children or make them unsuitable to do so
- Staff will complete an annual declaration of health, and any cautions and/or convictions – the proprietor will use this information sensitively but with due regard for the welfare of all children being of paramount importance
- Staff will be required to complete certain courses in order to keep up to do date with legislation. Such courses currently include continuous safeguarding and child protection (this is covered in staff meetings), Prevent, FGM and First Aid with 'refresher' and 'update' courses as recommended. Failure to attend and complete such courses will potentially result in disciplinary action.

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Safeguarding of Staff

All staff at The Play Pad will be aware that they may be in a position to be accused of abuse. The Play Pad will help to protect its staff at all times by:

- all staff will sign in and out on iPAL for every session they work
- ensuring that management staff members have passed a 'suitable person' check by Ofsted
- ensuring correct staffing levels are maintained at all times in line with Ofsted and the insurance company, Morton Michel
- effectively managing all children, so their behaviour does not adversely affect staff and/or other children, with particular attention for those in the EYFS
- ensuring a minimum of two members of staff will be on duty at all times
- never leaving a child alone
- never administering medication without the prior consent from a parent (written or text). In both instances, an administration of medication form will be completed
- ensuring the documentation of the administration of any medication is countersigned by a parent
- ensuring all accidents/incidents are recorded and a parent is informed
- recording any 'pre-existing' injuries on the appropriate form or asking a parent to complete the form – all information regarding a pre-existing injury will be followed up with parent and other agencies as necessary
- excluding all known abusers from employment, whether paid or voluntary
- ensuring all staff undergo an enhanced Disclosure and Barring check procedure
- ensuring staff waiting for Disclosure and Barring clearance will not be left alone with a child
- ensuring successful applicants supply two referees that will be taken up by the proprietor
- ONLY upon references and the DBS check being satisfactory will a contract of employment be offered to a person
- all staff appointed for employment within The Play Pad will be subject to a satisfactory three-month probationary period
- encouraging all staff to operate in professional manner at all times towards all children, parents, visitors, volunteers and other staff members
- staff being aware that the use of personal mobile telephones – including the making of calls, answering calls, cameras or videos – is not allowed during 7.15-8.55am and 3-5.45pm. At the sessional manager's discretion, staff may be given permission to accept or make a personal call
- staff will be allowed to accept an emergency call made to The Play Pad mobile phone – in such an instance, staff will be allowed to talk in privacy
- using The Play Pad mobile primarily for text messages and telephone calls to parents as necessary; calls and texts will be monitored by the proprietor. The Play Pad mobile will be stored in a locked cupboard when The Play Pad is closed
- using The Play Pad mobile phone's camera to take photographs of children in the setting, providing consent has been given by a parent. Such photographs are solely for the use of The Play Pad and may only be transferred to The Play Pad's laptop to display activities for parents to view
- ensuring that staff are fit for work and are not under the influence of alcohol or drugs – if a staff member arrives for work and is deemed 'unfit', he/she will be asked to go home. In such a circumstance, the staff member sent home will not be paid
- arranging meetings between the staff member and the proprietor to discuss the situation and any implications with regard to the contract between employer and employee
- enabling regular 1:1 supervision between the proprietor and staff

The following procedure will be adhered to in the instance of an allegation of abuse against any member of staff at The Play Pad:

- the member of staff will immediately be suspended from all duties connected with The Play Pad - **this does not mean an admission of guilt**

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- guidance will be immediately sought from a Local Authority Designated Officer – Tel: 0116 3057597 or 0116 3054532
- a full investigation will take place following guidelines from the Local Safeguarding Children's Board
- the proprietor will inform Ofsted
- all information will be recorded and available for relevant organisations to see.

All safeguarding information will be regularly reviewed, updated and shared with staff and parents in accordance with guidelines and information from the Local Safeguarding Children Board.

The Outdoor Environment

Policy: It is the policy of The Play Pad to actively encourage all children to play outside when outdoor areas can be safely accessed. The Play Pad aims for this on a daily basis.

Procedure:

- Suitable staff/child ratios will be maintained
- Staff will be equipped with walkie-talkies to communicate from the playground to the staff within the hall and vice-versa
- The area in which the children can play will be considered suitable and pre-assessed for any danger
- The children will be informed of the boundaries of the outdoor play area and will be made aware of the consequences of going 'out of bounds' – these include a warning which will then be followed by the child being taken back to the community hall
- All children will be encouraged to use the toilets before going outside to play, but if the need arises, staff will ensure a child is accompanied to the toilet if necessary
- The children will be made aware of the importance of notifying a staff member if they need the toilet or wish to go back to the community hall
- Children will take their own full water bottle outside. Additional supplies of drinking water and cups will be accessible when necessary, e.g. in warm weather
- A staff member will inform an outdoor staff member when a parent has arrived to collect their child/ren via the walkie-talkie. Staff will ensure a child is accompanied if necessary, back to the community hall - parents may not come out to the playground to collect their children
- Parents will be advised to provide sunscreen for their child/ren as they consider necessary and staff will observe the application of this prior to going outside
- Under no circumstances will a child be made to play outside if he/she does not wish to, but there may be occasions when The Play Pad go outside as a whole group and all children will need to participate in this
- If adverse weather or other conditions beyond The Play Pad's control affects outdoor play, physical activities will be available for use within the hall.

Arrival of Children at The Play Pad

Policy: It is the policy of The Play Pad that a parent or staff member must sign their/a child in upon arrival at The Play Pad. If, during the iPAL registration process, a parent has consented permission for a child to arrive by themselves, a staff member will sign the child in.

As a result of COVID-19, from the Autumn Term 2020, parents are no longer allowed into The Play Pad's premises; only when a circumstance arises where the proprietor deems it imperative for a parent to enter the building they may do so.

Procedure:

- A parent, or a person authorised by a parent, must accompany a child to The Play Pad unless the child is allowed to arrive by themselves. The child will be welcomed by a member of The Play Pad staff

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- The Play Pad will not be held responsible for any unfortunate consequences if a parent authorises for their child to arrive at the premises unaccompanied
- A member of staff will oversee that children are signed in on iPAL with time of arrival always recorded
- Children must wash and dry their hands upon entering the building
- Children must store their belongings safely in the cloakroom or on the trolley

Departure of Children from The Play Pad

Policy: It is the policy of The Play Pad that a known adult or staff member must sign their/a child out at the end of a session. If, during the iPAL registration process, a parent has consented permission for a child to depart by themselves, a staff member will sign the child out.

As a result of COVID-19, from the Autumn Term 2020, parents are no longer allowed into The Play Pad's premises; only when a circumstance arises where the proprietor deems it imperative for a parent to enter the building they may do so.

Procedure:

- A parent, or a person authorised by a parent, must collect a child from The Play Pad unless the child is allowed to leave by themselves
- A member of staff will oversee that children are signed out on iPAL with time of departure always recorded
- It is a parent's responsibility to ensure alterations to named persons authorised or unauthorised to collect a child are up to date – this is done via iPAL. It is advisable for a parent to also inform a member of staff of any changes
- In the unusual circumstance of an emergency where collection of a child is necessary by a person not known to The Play Pad staff, a parent must telephone or text the setting to give permission for The Play Pad to release the child into the care of said person. The parent must inform a member of staff of the name of this person and the expected time of collection of the child
- If an unknown person arrives unexpectedly to collect a child, The Play Pad will contact a parent by telephone to inform them of the situation – a child will not be allowed to leave unless a parent gives consent for the unknown person to collect the child
- A parent can request that their child leaves The Play Pad premises at a specified time; this can be done via iPAL both at point of registration or at a later date. The Play Pad will consider any such request and reserves the right to offer advice and recommendations for such circumstances
- The Play Pad will not be held responsible for any unfortunate consequences if a parent authorises for their child to leave the premises unaccompanied.

Absence of a Child

- The Play Pad must be notified in advance by a parent if a child is going to be absent from a session
- If a child is absent without explanation, staff will contact a parent and/or the school (when applicable)
- If a parent is un-contactable and staff have concerns about the child's whereabouts, the proprietor will treat it as a potential safeguarding issue and seek advice from Professionals Working with Children, telephone: [07966 111 058](tel:07966111058)
- The Play Pad will always discuss any prolonged and/or unexplained absences with a parent as such circumstances could indicate that a child and/or their family need additional support.

Uncollected Child Policy

- The parents of any child not collected from The Play Pad by the end of a session will be contacted immediately
- In the unlikely event of parental contacts being unavailable, the child's emergency contacts will be contacted alongside efforts to contact a parent up until 6pm
- If there is still no response from the parent or emergency contacts, the Local Children Safeguarding Board will be informed and advice duly followed
- Parents will be charged a late collection fee to cover all costs incurred

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Contact telephone numbers to be used in the instance of a child not being collected:

- Advice for professionals working with children 07966 111 058 (treat as a potential safeguarding issue)
- The Police: 0116 222 2222
- Ofsted: 0300 123 1231 – the proprietor will notify Ofsted of any serious concern arising from such an incident.

The Start of the School Day:

It is the policy of The Play Pad to ensure that all children signed in for a before school session arrive at their correct place on school premises for the start of their school day. School may implement staggered start times for each year group due to COVID-19.

- Children in EYFS will be supervised in the small hall - they will be escorted to their classrooms
- Years 1, 2, 3, 4 and 5 will be supervised indoors until their school day starts
- Children in Year 6 are trusted to make their own way into the playground from 8.40am and expected to line up on time with their class for the start of their school day
- Within these arrangements, The Play Pad will allow for some flexibility with regard to the ages of children attending, appropriate supervision of children and staggered start times as per Stafford Leys School's Covid-19 requirements.

The End of the School Day:

It is the policy of The Play Pad to ensure that all children booked in for an after school session arrive at The Play Pad at the end of their school day. School may implement staggered end times for each year group due to COVID-19; the Play Pad will accommodate these varying times accordingly.

- At the end of the school day, The Play Pad staff meet children from EYFS, Years 1 and 2 and escort them to the community hall
- Children in Years 3, 4, 5 and 6 are required to make their own way to the community hall via the school buildings – **they must not go outside into the playground**
- Children are registered upon arrival by a staff member, ensuring all children are present
- Children attending another extracurricular club within school are required to register at The Play Pad **before** going to such clubs
- The Play Pad staff will escort children in EYFS, Years 1 and 2 to and from other extracurricular clubs; children in Years 3, 4, 5 and 6 make their way to clubs on their own. Staff from The Play Pad collect all children after any extracurricular club
- If a child fails to register at The Play Pad before attending their extracurricular club, a member of staff will contact a parent. Staff will follow the parent's advice – the child may have forgotten to register or be representing school elsewhere
- Conversation between the parent and staff will determine if the child should be believed to be a 'missing child' – in this instance, the Missing Child Procedure will be duly followed.
- If the parents are uncontactable, and staff still have concerns about the child's whereabouts, the Proprietor will treat it as a potential safeguarding issue and seek advice from Professionals Working with Children tel: 07966 111 058.

Missing Child Statement and Procedure

In the unlikely event of a child failing to attend a pre-booked session OR going missing from The Play Pad premises, the following procedure will be implemented:

- as soon as it has been confirmed that a child is missing, the proprietor will be contacted immediately if they are absent from the session to advise and support staff

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- staff will confer as to whether they had any reason to think the child might go missing of their own accord – this will include checking with the child’s class teacher, any friends present at The Play Pad and the Headteacher
- a member of staff will inform the child’s parent of the situation and request their opinion
- if the parents are unobtainable, messages will be left in the hope of contact being made immediately upon the parents’ receiving the message
- if staff feel the circumstances are sufficient enough to cause immediate concern for the child’s safety then the Police will be contacted (0116 222 2222 or 999) and advice duly followed
- an incident report will be completed as soon as possible after the event
- the proprietor will inform Ofsted if it were a ‘missing child’ case
- parents of the lost child will be made aware of the complaint’s procedure
- a review of the risk assessment with regard to safety and security of the children using The Play Pad will take place and be recorded with a view to minimising the risk of a missing child.

Health and Well-Being

It is the policy of The Play Pad to promote the good health of all children. Appropriate measures will be taken should a child become ill whilst at The Play Pad and staff will take positive steps to prevent the spread of infection. All parents are required to disclose any known medical conditions or allergies prior to their child starting at The Play Pad.

- The Play Pad will offer an environment conducive to promoting the children’s physical and emotional needs thus encouraging the overall health and well-being of all children
- The Play Pad will encourage a strong sense of belonging by encouraging positive friendships and relationships within the group. Responsibility that is age appropriate will be strongly encouraged
- The Play Pad will provide opportunity for each child to develop his/her physical well-being by providing activities that encourage play and relaxation
- The Play Pad operates as a non-smoking area at all times for all users.

Pandemic Policy

The Play Pad recognises the importance of advanced planning in order to maintain its services and limit the spread of pandemic flu, COVID-19 or other highly transmittable disease/illness within the setting. Any children or staff who are experiencing symptoms of pandemic flu, COVID-19 or other highly transmittable disease/illness **must** not attend The Play Pad. Only once all symptoms have passed and any self-isolation periods are over, may they attend.

Any child who arrives at The Play Pad displaying symptoms that could be pandemic flu, COVID-19 or another highly transmittable disease/illness will be refused admission. It is the parent’s responsibility to seek medical advice and arrange alternative childcare.

Any child that presents symptoms that could be pandemic flu, COVID-19 or another highly transmittable disease/illness while at The Play Pad will be isolated as best as possible until the child can be collected by a parent. PPE will be provided for staff when necessary.

Each case will be assessed individually - where necessary, parents and staff will be informed of the situation, especially those known to be “high-risk”. In any event, The Play Pad will remain open unless it is deemed necessary to close.

Infection control

The flu virus and COVID-19 are spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing or talking within a close distance (one metre or less)
- Direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes or nose without first washing your hands

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- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

The Play Pad staff will do their best to limit the risk of catching and/or spreading a virus by:

- Promoting regular hand washing and drying and/or hand sanitizing – this includes when children and staff arrive at The Play Pad, before and after breakfast and snack, after coughing or sneezing
- Encouraging all children and staff to minimise contact between their hands, mouth and nose
- Encouraging all children and staff to use a tissue to cover their nose and mouth when coughing or sneezing, and disposing of the tissue promptly and carefully (bag it and bin it)

The Play Pad will promote infection control through the methods above, and in addition, staff will:

- Remain at home if they display any symptoms of any infectious disease/virus
- Be sent home if they display symptoms while at work and be encouraged to seek medical advice, including a test (where applicable)
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within The Play Pad
- Provide tissues and suitable facilities for their prompt and hygienic disposal
- Clean hard surfaces and touch points (e.g. door handles, toys and equipment) with sanitizer regularly and as necessary; some viruses survive longer on hard surfaces than on soft or absorbent surfaces
- Implement a 'rolling rota' of toys and equipment as and when deemed necessary.

Closure of The Play Pad

The latest scientific advice is that the closing of individual settings is of limited benefit in stopping the spread of **some** diseases. However, there may be some occasions when The Play Pad will have to consider temporarily closing because of local lockdown situations, or if there are too few unaffected staff to run sessions safely. If this occurs, the proprietor will liaise with the headteacher and contact Leicestershire Early Years Childcare Service for further support and guidance. The Play Pad will also have to close if advised to do so by the local authority. In the event of closure, the proprietor will notify parents as soon as possible. The proprietor will also inform the local childcare information service as well as other relevant parties, e.g. the headteacher of Stafford Leys School, Morton Michel the insurance company and Ofsted.

Advance planning

In preparation for dealing with a pandemic, The Play Pad will do its best to ensure that all contact details for staff, parents and children are up to date – equally, it is staff and parents' responsibility to keep The Play Pad informed of changes to such information via iPAL. The Play Pad will distribute relevant information to staff and parents as soon as an outbreak occurs. The Play Pad will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums in order to keep the provision open. Any relief staff will be DBS checked at the time of joining The Play Pad so they are legally able to work with children should the situation arise. The Play Pad will regularly update its information regarding viruses and diseases by checking the latest guidance from DfE and the local authority, and will inform parents and staff of any changes to its emergency plans.

Administration of Medicines

Policy: In line with The Play Pad's Insurance Policy, The Play Pad will only administer medicines supplied for a child by their General Practitioner. Paracetamol may be administered according to both the manufacturer's and parental instructions. Any medication must be accompanied by clear instructions regarding dosage **AND** a consent form must be duly completed by a parent.

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It is parental responsibility to ensure that The Play Pad has the correct and necessary medication for any condition disclosed and that complete instructions and consent for its use are given when a parent registers a child via iPAL. For example, an epi-pen must be provided for a child with a severe allergy; an appropriate inhaler must be provided for an asthmatic child.

It is of absolute paramount importance that a parent of a child with a known medical condition visits The Play Pad prior to registering their child. The proprietor reserves the right to refuse care for a child if they are not satisfied that the best care can be given should an emergency situation arise.

In all cases, the proprietor will welcome parents to discuss a child's particular needs. Staff will work with the parent and other relevant agencies to enable the best possible care for the child. The Play Pad staff will do their best to access training regarding a child's specific medical needs. This could be arranged by the parents via their General Practitioner in conjunction with the proprietor of The Play Pad, or via the school nurse, and may also be covered in a Paediatric First Aid course.

Procedure:

- All medicines will be kept securely according to their instructions and must be clearly labelled with the child's name and dosage
- A parent must complete the relevant iPAL forms for the administration of medication which may be required by their child at The Play Pad
- In the case of a child being able to self-administer medication, e.g. an inhaler, a parent will make this known when registering the child via iPAL. The parent will be responsible for making sure their child is capable of administering their own medication and for providing clear instructions for the child to follow - a member of staff will supervise
- Two members of The Play Pad staff will oversee the administration of any medication and complete the relevant paperwork on iPAL
- Any relevant paperwork will need to be signed by a parent upon collection of a child who has been administered any medication
- Inhalers and emergency/lifesaving medical kits labelled with dosage and child's (or staff's) name are kept in 'grab bags' in the administration cupboard; these will be accessible from the kitchen work surface during each session
- If a staff member requires medication, they must also complete an administration of medication form.

Administration of life-saving medication

In accordance with The Play Pad's Insurance Policy, administration of life-saving medication will be undertaken in accordance with their approved guidelines as outlined in the policy document – this includes keeping a written account of what happened.

A child with a potential life-threatening condition may only attend The Play Pad if he/she is fit enough to do so **and** if staff at The Play Pad have been able to access relevant training in the administration of the drug or medication prescribed by the child's General Practitioner.

Accident Policy

The Play Pad will provide a safe and secure environment at all times. Children are naturally curious and occasionally accidents will occur. **All** staff will be required to access First Aid training; certificates are currently valid for three years and will be renewed as necessary.

Procedure to be followed in the event of an accident:

- first aid treatment will be administered as necessary
- any accident deemed serious will result in the emergency services being called for

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- parents/next of kin will be informed immediately of any serious accident
- all accidents will be recorded in the accident/incident/sickness file – this will include which childcare register the child is on
- all accident records will be countersigned by a parent/guardian
- a first aid kit will be kept on the premises and will contain supplies in line with Health and Safety Regulations 1981. This first aid kit will be for the sole use of The Play Pad. It will be regularly checked and updated by a first aider
- children who suffer injuries whilst playing outside will be sent inside for treatment.

If a child arrives at The Play Pad with a 'pre-existing injury' this will be recorded. A parent will be asked to verify the injury and sign the relevant form.

Emergency Treatment

When registering a child with The Play Pad via iPAL, a parent will be required to complete a consent form for any emergency treatment, be it health or accident reasons, whilst their child is in the care of The Play Pad. In the event of an emergency, every effort will be made to contact a parent as soon as possible. Should a child need urgent hospital treatment, a member of staff will accompany and stay with him/her until a parent arrives. The proprietor will inform Ofsted of any serious accident or injuries in line with their recommendation.

Sick Child Policy – also see Pandemic Policy

The Play Pad will provide a healthy environment for all children and staff.

- The common cold cannot be prevented, so if a child has a cold with **no temperature or other symptoms** and seems otherwise well and happy, he/she may attend The Play Pad
- If a child has a temperature, rash, sickness, diarrhoea or is otherwise obviously unwell, he/she will be unable to attend; if a child develops such symptoms during a session, a parent will be called to collect the child
- In line with Public Health England May 2016, The Play Pad supports the 'recommended period' for a child to be kept away from a childcare setting - this is **48 hours** from the last episode of sickness and/or diarrhoea. However, this recommended period might be difficult for The Play Pad to monitor and reinforce; therefore, it cannot accept liability if either the full recommended period is not adhered to or if The Play Pad was not made aware of a child's sickness and/or diarrhoea illness.
- Staff are not able to diagnose illnesses but may recommend a parent seeks medical advice – staff may refer to Public Health England's information (May 2016) regarding illnesses, including symptoms and incubation periods; this can be found in the administration cupboard
- The proprietor will notify Ofsted of any notifiable disease or serious illness within the setting and will also liaise with the Headteacher and local Environmental Health, tel: 0116 2727630, as necessary.

Procedure to be followed in the event of a child becoming unwell whilst at The Play Pad:

- a parent will be contacted should their child be too unwell to remain at The Play Pad; this will be recorded on the iPAL platform
- if contact with a parent is not possible, staff will decide whether it is in the child's best interests to use the emergency contact to collect the sick child. In such a situation, every effort to make contact with the parent will continue in order to inform them of their child's condition and as to whether an emergency contact has collected them
- in all instances of a child being unwell, the child will be kept comfortable and supervised appropriately – staff may use PPE
- a thermometer is available for staff to use to check a child's temperature
- a parent's consent via a telephone call and text message is required if the administration of paracetamol is deemed to be in the best interest of their child during a session. Consent will be recorded appropriately through iPAL

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- if urgent medical attention is required, a member of The Play Pad's staff will contact the emergency services on 999 and duly follow advice
- a record will be kept of children who become ill whilst at The Play Pad on iPAL.

Food and Drink Policy

It is the policy of The Play Pad to meet medical and cultural dietary requirements when providing breakfast and after school snacks and drinks. Such requirements will be recorded when a parent enrolls their child at The Play Pad. Children's personal preferences will also be taken into account: children will be encouraged to try new foods and eat what they have chosen but will never be made to eat something they dislike.

Note: In line with Stafford Leys School, The Play Pad is a 'nut free' environment.

A healthy breakfast and afternoon snack, including drinks, will be provided for children at no additional cost depending on which sessions they attend.

To ensure dietary and religious requirements of children are met, The Play Pad will:

- purchase regular food items to ensure confidence that risk of allergic reaction is minimised
- ensure information regarding foods served at breakfast and snack time is near to the register so parents can see what food items have been available – packaging will be saved until the end of each session
- endeavour to offer a wide variety of suitable foods dependent upon seasonal produce and availability
- use the information supplied by parents regarding individual children's health or cultural related dietary needs, and discuss these with parents of children concerned with particular reference to known allergens in foods
- check food packaging prior to serving items at The Play Pad – support from other staff will be available to 'cross-check' ingredients

Children with known Food Allergies

To safeguard children with known food allergies The Play Pad will:

- store suitable food items for children with known allergies separately from other food items
- prepare breakfast and/or snack separately for children with known allergies
- ensure children with known allergies go to the hatch to make their food choices with the member of staff preparing the breakfast or snack; at mealtimes, they will then collect their breakfast or snack from the hatch and **not** from the 'help yourself' buffet. The Play Pad recognises that allergic reactions for children vary from mild and non-life threatening to very serious with anaphylactic shock occurring immediately.

The European Food Information to Consumers Regulation No 1169/2011 and the Food Information Regulations (2014) make it a legal requirement to provide information about the allergenic ingredients in the food and drink provided.

The 14 major allergens that must be declared are:

1. celery (including celeriac)
2. **cereals** containing gluten, such as wheat (including spelt and Khorasan wheat), rye, barley and oats
3. crustaceans, e.g. crabs, lobster, prawns and crayfish
4. **eggs**
5. fish
6. lupin, which includes lupin seeds and flour and can be found in types of bread, pastries and pasta
7. **milk, including lactose**
8. molluscs e.g. clams, mussels, whelks, oysters, snails and squid
9. mustard
10. **nuts**, e.g. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio and macadamia nuts
11. **peanuts**
12. **sesame seeds**

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13. soya
14. sulphur dioxide (sometimes known as sulphites) which is a preservative often used in dried fruit such as raisins, dried apricots and prunes.

Items in *italic bold* are those that are most likely to be on the ingredients list as a precautionary 'may contain' of pre-packaged foods served at The Play Pad.

Personal and Social Skills

To promote positive personal and social skills with regard to breakfast and snack times staff will:

- keep up to date with and follow environmental health recommendations, to ensure safe foods are offered and good standards of hygiene are maintained for all staff and children
- have a designated dining area where all children (and staff if they wish) will sit down to eat and drink together
- distribute breakfast, snacks and drinks unless it is safe for children to 'help themselves' from a 'buffet style' breakfast or snack
- encourage children to request to leave the table when they have finished their breakfast or snack
- encourage children to be responsible and clear away their crockery and cutlery
- ensure that staff have the opportunity to access a food hygiene course
- encourage children to use their water bottle during their time at The Play Pad; fresh drinking water is readily available during every session; staff will help children to fill up their water bottles/provide cups as necessary.

Behaviour Management Statement

In line with Stafford Leys Primary School, The Play Pad will follow the principles of 'assertive discipline' in order to promote acceptable and positive behaviour. Corporal punishment and/or the threat of it will not be used by any person who cares for, or has regular contact with, the children, or by anyone else working on the premises. The proprietor has overall responsibility for behaviour management issues.

The Play Pad has the following simple rules:

- Follow instructions the first time you are asked
- Participate in activities which you enjoy AND allow others to do so to
- Keep hands, feet and objects to yourself
- Keep unhelpful comments AND gestures to yourself
- Listen, and do not interrupt when others are speaking
- Show respect to your peers and to The Play Pad staff.

In order to encourage the children to follow these rules, appropriate behaviour will always be acknowledged and encouraged by the staff.

Children are encouraged to help make the rules. Such rules will be displayed appropriately within the setting.

If a child chooses to break any rule, the following steps will be taken:

- **A warning**
- **Removal of the child from the activity to another area of The Play Pad**
- **Time out from all activities – staff will discuss with a child the option of informing their parent.**

In each instance the child will be treated as an individual. Explanations for the unwanted behaviour will be given and ideas for positive behaviour discussed. Under no circumstances will the threat or action of physical punishment be used.

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In some incidences a staff member may be privy to information from a child about their behaviour or intention of behaviour. Such information will always be dealt with in confidence BUT other professionals may be informed on a 'need to know' basis, with the welfare and interest of the child being of paramount importance. An incident form will be completed and parents will be duly advised.

The Play Pad staff have the right to work with all children in a fun and relaxed environment. Staff should be treated with respect at all times.

Any behaviour deemed inappropriate and/or detrimental to other users of the group whether by a registered child, parent or visitor will be dealt with very seriously. The Play Pad reserves the right to exclude a child - or person - on a temporary or permanent basis if their behaviour hampers the safety or overall well-being of other users. In such incidences, the proprietor will always endeavour to give a fair warning but does reserve the right to give no verbal or written warning - this will depend solely on circumstances, previous behaviour patterns and observations of the child concerned. There will be no refunds in instances of unacceptable/inappropriate behaviour.

The Play Pad staff will liaise with one another regarding any aspect of a child's behaviour that gives cause for concern. Incidents will be recorded and shared with parents who will be able to add their comments. Staff will endeavour to work with families to promote positive outcomes that may include support from other professional agencies.

Encouraging Positive Relationships and Respect for Each Other

- The Play Pad staff will recognise and value the feelings of each child in the setting
- The Play Pad staff will model positive relationships within the setting e.g. encouraging good manners, taking turns, being polite, listening to each other
- The Play Pad staff will encourage children to be considerate towards others thus enabling the understanding of differences to be acknowledged
- The Play Pad staff will greatly encourage positive friendships to develop within the group. Support and encouragement will be given to those children who require it
- The Play Pad staff will ensure professional relationships are developed with parents and within the staff group
- Children at The Play Pad will be encouraged to participate with aspects of risk assessment, rules and policies as relative to them – these may be written or simply discussed and will be ongoing.

Anti-Bullying Policy

Policy: The Play Pad will be open to any reports or sights of bullying whether verbal, physical or otherwise. A child or adult may bring incidents to a staff member's attention. All incidents will be treated seriously.

Procedure:

- The person(s) reporting the incident will be listened to
- The victim(s) and the offender(s) will be listened to
- Observations made by staff or witnesses will be discussed and taken into account
- If the offender(s) is/are guilty, the situation will try to be resolved by talking
- If the offender(s) cannot understand that they have wronged, they will take 'time out' to reflect on their behaviour
- The offender(s) will be expected to apologise either verbally, or if appropriate, in writing, to their victim(s)
- For persistent incidents of bullying by the same child/ren, their parents will be informed. In some cases, parents may be required to sign necessary documentation.
- In some instances, The Play Pad will review its contract with a persistent offender with a period of exclusion from the facility being a final resort.

Discriminatory Behaviour and/or Remarks

Discrimination occurs when someone is treated less favourably because of some characteristic. Discrimination of any kind will be seen as unacceptable within The Play Pad. The Play Pad will be sensitive to the feelings of a victim of discrimination and will try to help those responsible to understand and overcome their prejudices by listening to individual's accounts or concerns regarding sensitive matters.

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During sessions, staff will liaise with one another regarding any aspect of a child's behaviour that gives cause for concern. Records will be kept of all behavioural incidents as necessary.

Non-Verbal Forms of Communication

Policy: The Play Pad respects everyone's right to a private life. The Play Pad also recognises that many people use the internet for personal purposes. The purpose of this policy is to outline the responsibilities of all persons connected with The Play Pad when using social networking sites and any other personal websites. This policy relates to materials posted on public areas and those restricted to certain individuals. Whilst The Play Pad recognises that employees, parents and other persons connected with The Play Pad are free to use these sites, they must ensure that they do not breach the law, libel the setting or any individual, or disclose any confidential information or personal data that could breach the Data Protection Act 1998.

Social Networking Sites and The Play Pad

The Play Pad needs to ensure that confidentiality and its reputation are protected. Therefore, all persons connected with The Play Pad who use social networking sites are requested to respect the following:

- all information concerning the children, their families or staff of the setting must be kept confidential
- if any person connected with The Play Pad makes a defamatory (libellous) statement that is published on the internet, they may legally be liable for any hurt or damage to the individual concerned
- personal information should NOT be published about an individual without his/her consent – this may ensure a breach of the Data Protection Act 1998, which is a criminal offence
- information that is abusive, defamatory, sexist and/or racist should NOT be published on the internet
- information that could be interpreted as harassment or bullying should NOT be published on the internet
- information that brings the setting into disrepute should NOT be published on the internet
- all employees and volunteers should ensure that they conduct themselves on the internet in a way that is NOT detrimental to The Play Pad or professional relationships with colleagues or parents.

Cyber-bullying

The Play Pad is committed to ensuring that all users are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyberbullying methods could include text messages, mobile phone calls, circulating photos or video clips, or by posting comments on social internet sites or in chatrooms. Cyberbullying could lead to criminal prosecution under the Malicious Communications Act 1988.

Parents are strongly advised to refrain from taking matters into their own hands by text, email or social media regarding incidents that occur at The Play Pad. Staff will deal with incidents as they occur and will inform parents as necessary to ensure positive outcomes for all concerned.

Disciplinary Action with Regard to all Non-Verbal Forms of Communication

The Play Pad will seek advice and then take any necessary action against any employee, parent or other person who is found to have breached any aspect of the non-verbal forms of communication policy

Data Protection

The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

Personal data processed for any purpose or purposes by The Play Pad will be kept until the child reaches the age of 25 – any data detailing the child's information will then be destroyed. The Play Pad will use the details provided by parents for the purpose of providing childcare, and, in cases of safeguarding and/or emergency treatment, to the relevant authorities for the child's welfare and best care. All information will be kept securely in line with the Data Protection Legislation (May 2018). The Play Pad will never sell data and will keep all records safe and secure.

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Prior to August, 2020, The Play Pad stored all completed Child Registration Forms of current children in a locked filing cabinet at The Play Pad, accessible to The Play Pad staff only. Information regarding children who no longer attend The Play Pad is stored in a locked cupboard at The Play Pad, accessible to The Play Pad staff only. Completed Child Registration Forms of children who did not take up their offered session(s) at The Play Pad have been destroyed. If a registration fee has been paid, this remains non-refundable.

From August 2020, a parent has been required to register their child via iPAL, a secure platform which automatically stores all information privately.

For the purpose of employment, The Play Pad stores staff's personal data in a locked filing cabinet at The Play Pad, accessible to The Play Pad staff only. Staff's personal data is also shared with the Disclosure and Barring Services. When an employee leaves The Play Pad, their data is destroyed 5 years after their contract has been terminated.

The Play Pad has a process in place whereby parents and employees may request to see any personal information held about them. As of May 2018, The Play Pad is registered with the Information Commissioner's Office (ICO).

In the event of a security breach at The Play Pad regarding personal information relating to users, The Play Pad will endeavour to recover all personal information misplaced or taken immediately. If not found or returned, the missing information would need to be replaced by the user(s) concerned. In such instances, The Play Pad will immediately review its storage of personal data and relevant action will be taken.

Security and Identity Theft

Employees and parents should be aware that social networking and websites are public forums; you should not assume any entries made on these sites are accurate or that they will remain private.

Partnership with Parents

The Play Pad will provide a warm and welcoming environment that allows for effective communication in different ways between parent(s) and the practitioners. The Play Pad will work together with families to ensure all families are welcomed, understood and valued within the setting. The Play Pad will offer appropriate support and guidance to parent(s) as necessary.

Parents, Children, Mobile Telephones and Cameras

The use of mobile telephone by parents on The Play Pad site is strongly discouraged.

Parents will also be discouraged from sending children to The Play Pad with a camera or mobile telephone – if staff are aware of such items, they will be kept securely by The Play Pad staff and a parent will be required to collect them.

Children, Families and Carers

The Play Pad is available to all children of Stafford Leys Primary School who require before and/or after school care in line with the admissions policy.

- activities will be available for all children to participate in to the best of their ability whatever their gender, race, religion, disability or social background
- individual family circumstances will be treated with respect and confidentiality

The Play Pad will work in partnership with parents and the children of the community of Stafford Leys Primary School. Information from parents and children will be gathered by way of questionnaires and observation and used to provide activities to develop the children's before and after school experiences. This information may be shared between relevant professionals regarding the care of a child with the parent's permission. At all times, The Play Pad will be aware of confidentially but will always act within the best interests of a child in its care.

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Consultation between The Play Pad and parents will take place at regular intervals but parent's views and opinions will always be welcomed at any time. If necessary, newsletters will be sent out at appropriate times during the school year. The Play Pad will work with the school to ensure a seamless transfer of information from school to home and vice-versa. Parents will be informed as to which register their child/ren is on as part of The Play Pad registration process; this information will also be stated on the daily registers along with a child's key worker.

In exceptional circumstances, The Play Pad may be unavailable; therefore, The Play Pad strongly recommends that parents have alternative childcare options in case of this unlikely event.

Early Years Foundation Stage (EYFS)

The Play Pad will work with parents and school staff of children in the EYFS (Early Years Foundation Stage) to ensure their experiences at The Play Pad provide a smooth link between home and school.

Information and observations gathered during a child's sessions may be recorded and shared with the EYFS teachers at school.

Key Person: There will be a named Key Person for all children in the EYFS. This person will take responsibility for ensuring their nominated children settle in at The Play Pad and will liaise with parents on a regular basis.

The Play Pad will ensure relevant information regarding a child's care is shared appropriately with parents, and, where appropriate, other professionals.

Resources

- A variety of toys, games, activities, books and other suitable resources demonstrating the diverse society in which we live will be available to all children
- Through books, games and other resources, positive images will reflect: non-stereotypical roles; disability; racial, cultural and religious diversity

The Play Pad will endeavour to make its policies, procedures and written communications available in different languages and formats for persons for whom written English is inappropriate

Festivals

The diverse community in which we live enables certain aspects of festivals relating to different cultures and religions to be shared and celebrated by children, families and staff at The Play Pad.

Parents are invited to inform staff at The Play Pad of suitable ways to celebrate such occasions without indoctrination of any specific faith when they register their child

Staff will also take responsibility to research different cultures and festivals, thus enabling the children to participate in activities relating to them and other children within the club

Parents reserve the right to request their child not to participate in such activities.

Play Policy

In light of COVID-19, The Play Pad's Play Policy may be subject to change from the start of Stafford Leys School's Academic Year, 2020. Changes to the Play Policy will be made as necessary.

Where possible, children and staff will be encouraged to adhere to social distancing recommendations during play. As a childcare setting, The Play Pad recognises that such recommendations may be unable to be fully implemented. Toys and equipment will be limited and sanitized after each session; toys and equipment will be rotated to ensure maximum safety for all users.

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The Play Pad recognises the right of all children to play as stated in the United Nations Convention on the Rights of the Child 1991 (article 31). The Play Pad endorses the Charter for Children's Play. The Play Pad will provide opportunities for children to play and explore through as many different channels as possible as it recognises these are integral to children's lives, health, enjoyment, well-being and overall development. All children and young people need to play both indoors and outdoors in whatever way they can, regardless of their age, culture, ability, ethnicity, and social or economic background. It is through play that children learn: they develop their own abilities; explore creatively; generate their own culture. They learn about themselves, their friends and other people, and consequently, the immediate world around them.

Procedure for Play:

- Free play will be greatly encouraged
- Children will be allowed to develop their play individually, within small friendship groups, or as a whole
- Play will be child-centred and not revolve around adult-led agendas
- Staff will be aware of their impact on the children's play and also of the impact of the children's play on staff
- Staff will intervene in a manner that allows children to extend their play – this will include a fair balance of risk alongside the developmental benefit and wellbeing of children; staff will recognise the child's need to take risks/test boundaries but will ensure children are safe from harm
- Play opportunities will support each child's development in all areas - independence, self-esteem, respect for one another and staff, creativity, capacity to learn, and the development of social interaction across a wide age range whilst extending knowledge and understanding
- Staff will support and facilitate the play process by observation, direction (when required), accessing training, incorporating education, the planning of activities, and setting up the areas in which children may play
- Staff will use reflective practice to enhance all play opportunities.

At staff meetings and appraisals, practice will be evaluated frequently. All staff will have opportunities to undertake training with regard to providing the best developmental experiences with regard to play.

Complaints

The Play Pad will be open to parents who have cause for dissatisfaction and will respond accordingly within 14 days.

The following procedure will be adhered to should a complaint arise:

- The Play Pad will treat any complaint seriously and confidentially. In the first instance, an informal discussion with the relevant persons at an appropriate time will be arranged.
- If the complaint remains unresolved, the parent must put their dissatisfaction in writing to the proprietor. The proprietor will respond in writing and recommend a formal meeting to resolve the matter.
- A record of any complaint will be kept by The Play Pad with the view of improving the standards of the club at all times
- A summary of any complaints will be available for all parents to view
- The proprietor will inform Ofsted of any significant events and complaints

Ofsted can always be contacted by parents by writing to the following address:

Ofsted - Early Years

Piccadilly Gate

Store Street

MANCHESTER M1 2WD

Ofsted's telephone number: 0300 123 1231

The Play Pad will also welcome suggestions and compliments from parents and children regarding the service it provides.

References:

These Policies and Procedures have been written for The Play Pad in accordance with all known and relevant legislation including:

- The United Nations Convention on the Rights of the child (1991)

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- The Children's Act (2006)
- Equality Act (2010)
- Care Standards Act (2000)
- Protection of Children Act (1999)
- Race Relations Amendment Act (2000)
- Health and Safety at work Act (1974)
- Safeguarding Vulnerable Groups Act (2006)
- Malicious Communications Act (1998)
- Playwork Principles (2004)
- Every Child Matters (2003)
- Working Together to Safeguard Children (2018)
- Public Health England (2016)
- Blaby District Council 21st March 2018
- Data Protection GDPR (May 2018)
- Covid-19 – Government Guidelines for Early Years: Point 5.3 Are before and after school clubs and other providers of wraparound care allowed to operate? <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Protective measures for out of school settings during the Coronavirus (Covid-19) outbreak: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Please note: These policies, procedures and statements are reviewed regularly and updated with regard to changes in legalisation. The most up to date version will be available on the Stafford Leys School website – log on and select the tab labelled 'The Play Pad'.

Last Updated: LJP August 2020

Parents, staff and anyone else reading this document may feel free to comment or discuss the content by contacting The Proprietor, Mrs Louise Percival, 07854 308790 or by emailing theplaypad@sky.co.uk

THE PLAY PAD - POLICIES AND PROCEDURES

The Play Pad's Overall Beliefs and Ideas with Regard to all Children Being Individuals

The following points underpin The Play Pad's overall beliefs and ideas with regard to all children being individuals:

Child Development:

- The Play Pad will at all times promote the individual development of each child by providing suitable play opportunities thus allowing each child's physical, cognitive, linguistic, spiritual, social and emotional development to take place.
- The Play Pad will encourage all children to communicate confidently at a level appropriate to their age and stage of development.
- The Play Pad will give children a wide variety of opportunities to enable them to become confident and competent learners.

Inclusive Practice:

- The Play Pad will ensure all children are able to access a wide variety of toys, games and activities that represent the diverse society of which they are a part.
- The Play Pad will treat children fairly; their rights and views will be listened to and valued within the setting.
- The Play Pad will seek additional support for a child at the earliest opportunity by liaising with parents to address any concerns. This may involve working with other organisations to ensure the best overall outcome for a child's overall well-being.

Keeping Safe:

- The Play Pad will ensure the physical and psychological safety and security of all children at all times.
- The Play Pad will ensure that all children are aware of the rules and boundaries that are in place to enable a fair and secure environment is provided for all.
- The Play Pad will offer choices that are age and developmentally appropriate. Children will be encouraged to make choices and help and support will be offered as necessary.

Health and Well-Being:

- The Play Pad will offer an environment conducive to promoting the children's physical and emotional needs, thus encouraging the overall health and well-being of all children.
- The Play Pad will encourage a strong sense of belonging by encouraging positive friendships and relationships within the group. Responsibility that is age appropriate will be strongly encouraged.
- The Play Pad will provide opportunity for each child to develop his/her physical well-being by providing activities that encourage play and relaxation.

Positive Relationships

Respecting Each Other:

- The Play Pad will recognise and value the feelings of each child in the setting. Staff will encourage children to be considerate towards others, thus enabling understanding of differences to be acknowledged.
- The Play Pad will greatly encourage positive friendships to develop within the group. Support and encouragement will be given to those children who require it.
- The Play Pad staff will ensure professional relationships are developed with parents and within the staff group.

Parents as Partners:

- The Play Pad will work together with families to ensure all families are welcomed, understood and valued within the setting.
- The Play Pad will provide a warm and welcoming environment that allows for effective communication in different ways between parents and the practitioners.
- The Play Pad will offer appropriate support and guidance to parents as necessary.

THE PLAY PAD - POLICIES AND PROCEDURES

Supporting Learning:

- The Play Pad will provide opportunities for positive staff-child interactions based on observation, respect, listening, encouraging communication and responding to situations sensitively and appropriately.
- The Play Pad will encourage children individually to expand their knowledge and skills by providing opportunities for development to occur naturally within the environment.

Key Person:

- All children in the EYFS been assigned to a Key Person – currently this is Vicky Dade
- The Play Pad does not offer a Key Person to children in Key Stages 1 and 2 – parents and guardians may request a Key Person and, in some instances, The Play Pad may recommend this
- The Play Pad will ensure relevant information regarding a child's care is shared appropriately and on a 'need to know' basis only. Records will be kept as necessary
- The Play Pad will encourage a child's independence, confidence and self-assurance; all staff will be instrumental in enabling appropriate opportunities for these aspects of development to occur.

Enabling Environments:

Observations, Assessment and Planning:

- The Play Pad will observe and interact with the children to find out about their likes, dislikes and needs in order to develop suitable play opportunities.
- The Play Pad will plan suitable activities to enhance a child's learning and developmental opportunities.
- The Play Pad will continuously assess activities and situations to promote further opportunities for children's individual development.

Supporting Every Child:

- The Play Pad will be adaptable to the varying needs of every child as far as possible, thus providing new opportunities to learn through play – information gathered from parents about their child will be used to provide suitable activities to help each child benefit positively from its time at The Play Pad.
- Staff at The Play Pad will help new children to settle in – in the case of children on the Early Years Register, this will be the child's Key Person as far as possible. Older children will be greatly encouraged to help any new children settle in.
- The Play Pad will allow for continuous learning through a variety of appropriate opportunities and challenges.
- The Play Pad will put the child's needs as central to the opportunities available. Staff will work with parents and other professionals to ensure continuity of learning through play.
- The Play Pad will work with the school to ensure transitions from one environment to another are as seamless as possible
- The Play Pad will encourage a child's independence, confidence and self-assurance; all staff will be instrumental in enabling appropriate opportunities for these aspects of development to occur.

The Learning Environment:

- The Play Pad will provide a warm, happy and relaxed environment in which all children will feel safe and valued.
- Whenever possible, The Play Pad will have access to the outdoor environment, which will be safe with suitable resources offering the chance for children to be more physically active.
- The Play Pad will ensure the indoor environment is safe and secure with a variety of resources to meet the different needs and interests of all children.

The Wider Context:

- The Play Pad will continually work towards the outcomes of *Every Child Matters* and ensure that transitions between settings are as smooth and stress-free as possible, through effective links and communication between all parties concerned.
- The Play Pad will work with practitioners from other areas where necessary to ensure effective outcomes for all children. Each child's needs will be individually assessed and be of paramount importance when such discussions occur.

THE PLAY PAD - POLICIES AND PROCEDURES

Learning and Development

Play and Exploration:

- The Play Pad will offer a variety of situations, resources and activities to enable children to learn and develop through play.
- The Play Pad staff will interact appropriately with children at play to extend and develop opportunities or to prevent inappropriate play.
- The Play Pad will offer different contexts both indoors and outdoors for children to learn through play.

Active learning:

- The Play Pad will provide active learning challenges that are suitable both mentally and physically for children to explore for sustained periods.
- The Play Pad will provide opportunities for children to make their own decisions through their experiences and knowledge of the environment.
- The Play Pad will use its knowledge about each child to provide individual activities and experiences to allow the learning process to be more personalised.

Creativity and Critical Thinking:

- The Play Pad will encourage children to make connections through events that occur on a daily basis within the setting, thus enhancing their ability to think: 'what happens next?'; 'what should I do?'; 'how can I sort this out?'
- The Play Pad will enable the children to link experiences together so they can see the beginning, middle and end of a process through the stages of their learning and connections they have made.
- The Play Pad will support and challenge the children's thinking and questioning abilities by participating in activities with the children.

Areas of Learning and Development:

The three prime areas are:

- Personal, social and emotional development
- Physical development
- Communication and language

The four specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Play Pad will value and encourage all aspects of a child's development to enable it to be a place in which children can achieve and develop all aspects of their character in order to become self-confident, well-rounded individuals. The Play Pad recognises the characteristics of effective learning - playing and exploring, active learning and creative and critical thinking. The Play Pad is aware that all areas of learning and development will occur at different rates for each individual child and it is with this in mind that staff will encourage and support each child's personal progress.