Thank you for viewing The Play Pad's policies and procedures. The full version of these policies is available upon registration with The Play Pad.

## Section 1: The Play Pad's Policies and Principles

1.1 Policy Statement and Legal Foundations
1.2 References
1.3 Disclaimer
Section 2: Admissions and Attendance
2.1 Admissions Policy
2.2 Admissions Procedure
2.3 Absence of a Child Policy
2.4 Uncollected Child Policy
2.5 Missing Child Statement and Procedure
Section 3: Daily Routines and Supervision
3.1 Arrival and Departure of Children to/from The Play Pad
3.2 Breakfast Club (7.30am – 8.40am)
3.3 After School Club (3.15pm – 5.45pm)
3.4 The Start of the School Day
3.5 The End of the School Day
3.6 Extracurricular Clubs on School Site
3.7 Inclusive Practice
3.7 inclusive r ractice

3.9 Lone Worker Policy – children present

### 3.10 Lone Worker Policy – children not present

## **Section 4: Safeguarding of Children**

- 4.1 Safeguarding of Children Statement
- 4.2 Definition of Safeguarding and Promoting the Welfare of Children:
- 4.3 Definition of Child Abuse, Neglect, and Exploitation
- 4.4 Extremism and Radicalisation
- 4.5 County Lines
- 4.6 Disclosure of Abuse
- 4.7 Suspicion of Abuse
- 4.8 Concern about a Child by a Third Party
- 4.9 Confidentiality and Action Following a Disclosure
- 4.10 Recording a Concern and Record Keeping
- 4.11 Promoting Awareness Among Staff and Training
- 4.12 Staff Responsibilities
- 4.13 Contacts also see 5.3 Sharing of Safeguarding Information

### **Section 5: Safeguarding of Staff**

- 5.1 Protecting Staff from Allegations of Abuse including:
  - Operational Procedures
  - Medication and Incident Recording
  - Safer Recruitment
  - Professional Conduct
  - Mobile Phone and Photography Policy

- Health, Safety & Fitness for Work
- Training and Support
- Online Safety and Social Media Conduct
- 5.2 Procedure for an Allegation against Staff or Volunteer
- 5.3 Reporting Concerns to the LADO
- 5.4 Sharing of Safeguarding Information

#### Section 6: Mobile Phones and Electronic Devices

- 6.1 Statement
- 6.2 Staff and Volunteer's Mobile Phones and Wearable Technology
- 6.3 Children's Mobile Phones and Wearable Technology
- 6.4 Visitors and Parents use of Mobile Phones
- 6.5 Guidance

## **Section 7: Health and Well-Being**

- 7.1 Statement
- 7.2 Food and Drink Policy
- 7.3 Children with known Food Allergies
- 7.4 Sick Child Statement and Procedure
- 7.5 Administration of Medication
- 7.6 Administration of Life Saving Medication
- 7.7 Pandemic Policy, Closure of The Play Pad and Pandemic Outbreak Management Plan
- 7.8 Intimate Care

### **Section 8: Safety**

8.1 Safety Commitment
8.2 Staff Responsibilities
8.3 Risk Assessments
8.4 Accidents
8.5 Emergency Treatment
8.6 Fire Safety Policy
8.7 Lockdown
8.8 Invacuate
8.9 Incident Record Statement
Section 9: EYFS, Inclusion and Play
9.1 EYFS (Early Years Foundation Stage)
9.2 Special Needs and Disabilities Statement
9.3 Play Policy
9.4 The Outdoor Environment
9.5 Resources
9.6 Festivals and Special Occasions
Section 10: Behaviours
10.1 Behaviour Management Statement
10.2 Positive Relationships and Respect
10.3 Positive Behaviour at Mealtimes
10.4 Anti-Bullying Policy
10.5 Discriminatory Behaviour and/or Remarks

10.6 Non-Verbal Forms of Communication,
10.7 Social Networking
10.8 Cyber-bullying
10.9 Consequential Disciplinary Action
Section 11: Communication and Engagement
11.1 Partnership with Parents
11.2 Children, Families and Carers
11.3 Visitors
11.4 Engagement with School
11.5 Mobile Technology
11.6 Lost Property Statement
11.7 School Closure
11.8 Teacher Strikes
11.9 Complaints
Section 12: Staff Conduct and Employment
12.1 Safer Recruitment of Staff
12.2 Staff Code of Conduct
12.3 Gifts, Rewards and Favouritism
Section 13: Data and Compliance
13.1 Data Protection
13.2 Security and Identity Theft

**Section 14: Environmental Responsibility** 

14.1 Sustainability and Climate Change Policy