

Equality, Diversity and Inclusion Policy

(Holiday Club for 4–11 Year Olds)

Policy Statement

Edu-Play Holidays values diversity and promotes equality of opportunity. We are committed to providing an inclusive environment where every child and family feels welcome, respected and able to participate fully. We will follow advice from the Sheffield City Council for any SEND children.

SNIPS – Special needs inclusion play care service

Contact: 0114 273 5368

Aims

- To celebrate diversity and promote respect for all.
- To ensure that no child, parent or member of staff is discriminated against.
- To provide equal access to activities and opportunities.
- To ensure a suitable and safe environment for all.
- To keep all children and adults safe from harm.

Our Commitments

- We treat all children and families fairly, regardless of age, gender, race, religion, culture, language, ability, family background or special educational needs.
- We provide resources and activities that reflect different cultures, experiences and abilities.
- We make reasonable adjustments to support children with additional needs.
- We challenge discriminatory behaviour or language immediately and sensitively.

Staffing

- If a child has a significant additional need where they require a 1:1 adult, the club will need reasonable time to investigate how to appropriately staff the club and adequately care for the child. This may delay in a place being offered.
- If the club manager feels that Edu-Play holiday club is not the most suitable setting for a child, then a placement discussion will take place between the manager and family.

- The club manager will need to ensure that staff have had the relevant training to adequately care for children with additional needs. This may result in a delay in offering a place.
- We have the right to review a child's place at any time.

Review

This policy will be reviewed annually and updated to reflect best practice.

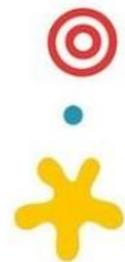
Signed:



Stacey Rayner

Club Manager

Date: January 2026



Edu-Play Holidays

Missing Child Policy

(Holiday Club for 4–11 Year Olds)

Policy Statement

The safety of children in our care is our highest priority. While every precaution is taken to ensure children are supervised at all times, this policy sets out the procedure to be followed if a child goes missing.

Preventative Measures

- Staff maintain appropriate ratios and supervise children closely.
- Head counts are carried out regularly throughout the session.
- Registers are taken on arrival and departure.

If a Child is Missing

1. The staff member who noticed the child missing will alert the Club Leader immediately.
2. A head count will be carried out.
3. The premises and surrounding area will be searched promptly and systematically.
4. If the child cannot be found within 10 minutes, the police will be called.
5. Parents/carers will be informed immediately.
6. Ofsted will be notified as soon as possible.
7. An incident report will be completed and reviewed to prevent future occurrences.

Signed:



Stacey Rayner

Club Manager

Date: September 25

