



# **Whitechapel**

# **Out of**

# **School Club**

  

# **POLICIES**

|                                              |                              |
|----------------------------------------------|------------------------------|
| <b>This policy was adopted by:<br/>WOOSC</b> | <b>Date: September 2024</b>  |
| <b>To be reviewed: September 2025</b>        | <b>Signed: Sharen Butler</b> |

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## **ADMISSIONS POLICY**

The Admissions Policy is drawn up within the equal opportunity framework outlined in Out of School Club's Equal Opportunity Policy.

All children attending Whitechapel Primary School are eligible to attend Out of School Club.

### **OPENING TIMES**

Out of School Club operates Monday to Friday during term time. Hours of opening are:

- Breakfast Club operates Monday to Friday 8.00am – 9.00am and children are taken to the school gates.
- After School Club 3.30pm – 5.30pm. all children must be collected by this time or a financial penalty may be imposed (see late collection).

### **REGISTRATION**

A completed registration form for each child attending must be returned, together with the relevant fees via Parent Pay, to the Out of School Club, before you can arrange for your child's attendance either on a regular or occasional basis.

### **BOOKINGS**

The maximum number of children we are allowed to care for is 16.

Priority is given on a first come first served basis.

Occasional user's needs will be satisfied on a first come first served basis also.

Late bookings for Out of School Club will be accepted by telephone.

### **FEES**

Fees must be paid in advance per half term by Parent Pay. Late or non-payment of fees could result in termination of registration. Booking forms are sent to each family at the end of each half term. Flexible options are available if struggling to pay. See booking form for current prices.

### **SICKNESS/CANCELLATIONS**

If you need to cancel any sessions which are booked, please notify Out of School Club as soon as possible. Unfortunately, no refund can be given for absence. All missed sessions must be paid for.

IF OUT OF SCHOOL CLUB IS NOT NOTIFIED OF THE CANCELLATION YOU WILL BE CHARGED FOR THE BOOKED SESSIONS.

In the event of illness or unavailability of staff we reserve the right to cancel any session at anytime. All efforts will be made to avoid this situation occurring.

# **DATA PROTECTION POLICY**

At WOOSC we respect the privacy of the children attending the Club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at WOOSC can do so with confidence that their personal data is being kept secure.

## **Confidentiality**

Within the Club we respect confidentiality in the following ways:

- We will only ever share information with a parent/school about a child.
- Information given by parents to Club staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated manager/ DSL.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable cupboard.

We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent/carer information, incident and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our care their registration forms and information are securely disposed of within the GDPR requirements.

# **ACCIDENTS, ILLNESS AND EMERGENCIES POLICY**

If your child is taken ill during the school day or is absent from school they cannot attend Out of School Club. Please inform the Club as soon as possible.

## **ACCIDENTS AND ILLNESSES**

- All accidents and illnesses must be recorded in the Accident Incident Report Sheet
- Out of School Club has a First Aid Box which is kept well stocked. Its contents is checked on a regular basis by the manager and comply with the provisions of the First Aid Regulations (1981)
- When a child feels ill during the session we will always try to contact the parent or emergency contact as soon as possible
- All children awaiting collection will be supervised
- Any special medical needs will be recorded and the procedure for the administration of medication logged.
- Parents will always be notified in writing of any bumps to the head
- Children with asthma will have access to their medication at all times
- Aspirin or paracetamol will not be given to children
- All members of staff should hold a current First Aid Certificate.

## **MAJOR ACCIDENTS/ILLNESSES**

- Administer first aid
- Call an ambulance if appropriate providing details of the injury, the location of the premises, the name of the child and any other information requested
- Contact the child's parent/carer
- If the child's parent/carer have not arrived when the ambulance is ready to leave, a member of staff must accompany the child to hospital
- An incident report should be completed as soon as possible after the event and given to staff.

## **HEALTH AND SAFETY POLICY**

- Out of School Club are always happy to discuss any concerns you may have regarding the wellbeing of your child/children
- All staff will ensure the Club premises are at all times, safe and secure for themselves, children, parents and visitors and receive training where necessary.
- Activities will be planned with an appropriate level of supervision and safety aspects will always be considered
- Dangerous behaviour by the children will be discouraged at all times. Inappropriate behaviour will be reported back to parents on collection
- All accidents must be recorded on the accident/incident report sheet
- The Club has a first aid box, which is kept well stocked and checked regularly
- Children will not be left unattended at any time
- Outside doors must be kept locked at all times to ensure the children cannot leave the building without an adult (and unauthorised people cannot enter the building)
- Children are made aware of any areas which are out of bounds
- Premises are clean, well lit, adequately ventilated and at an appropriate temperature.
- Cleanliness will be maintained
- All children are encouraged to wash their hands after using the toilet, before eating and taking part in cooking activities. They are also encouraged to dispose of rubbish promptly and correctly
- Cleaning materials are kept out of reach of children
- Equipment and toys will be checked regularly by the staff
- There is a half-termly fire drill, as stated in our Fire Procedure Policy
- There is a termly lockdown Drill
- Risk assessments of learning/play areas are completed regularly to match use

- At least one member of the Club is First Aid trained
- A working telephone is available on the premises at all times.
- Level 2 food hygiene certificates are held by relevant staff

## **MEDICATION POLICY**

Out of School Club feel that it should not usually be necessary for any child to take medicines during the time the Club is open. However, occasionally children may need to take certain prescription or other proprietary medicines during that time, ie for asthma etc. Should this be necessary, medicines should be clearly labelled with the child's name and handed to the Club staff at the beginning of the session.

Only medication prescribed by the doctor and clearly labelled with the child's name will be administered.

All medication brought into the Club should be accompanied by a letter giving clear instructions for their administration. Alternatively a medication form can be completed on arrival at the Club. This form will be copied and shared with school if necessary

At the end of the session the medicines, with instructions, should be handed back to the parent.

A record will be kept in the Club of any medication administered detailing:

- Child's name
- Date and time
- Dosage given
- Administrator
- Parent informed

## **ARRIVAL AND DEPARTURE OF CHILDREN POLICY**

The Club will be staffed 15 minutes prior to the arrival of the children. Due to Ofsted registration restrictions, children cannot be received prior to the start of the session.

- It is imperative that Out of School Club is informed, in advance of the session, in writing, if any child is involved in extra-curricular activities;
- Children should report no later than 3.30 p.m. to the Club for registration and will be collected by a member of the Club team
- If an expected child does not arrive by 3.40 p.m. the Missing Children Policy will be put into place;
- A staff member must sign children in on arrival and out on departure and record the relevant times.
- Only adults identified on the registration form will be allowed to collect children unless advance notice has been given to Club staff;
- Parents/Guardians must adhere to the hours of opening and collect their children promptly;

### **LATE COLLECTION**

If a parent/carer is late to collect their child/children a charge of £5.00 per 15 minutes per child will be imposed. This will be added to the next invoice. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. We appreciate that unforeseen circumstances do occur however, when collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

## **CHILD PROTECTION POLICY**

Out of School Club aims to provide a safe environment for all the children. All staff will have DBS checks completed by Lancashire County Council.

All staff will complete safeguarding training. This will be face to face and on an annual basis through further e-learning modules.

All staff will read and understand their responsibilities as laid out in KCSiE Part 1 (Sep 2024)

All allegations/reports or suspicions of abuse will be treated sensitively but seriously.

Any allegations made against any member of staff will be dealt with the utmost urgency and confidentiality (see flow chart).

If any member of staff has any concerns about the welfare of any child they will speak with the Club Leader who will then deal with the matter in a confidential way. In some circumstances reporting the matter to the Headteacher at the school (See flowcharts.)

Any disclosure made by a child that could indicate abuse – be this physical, sexual or emotional – will be investigated thoroughly, sensitively and with full confidentiality.

Everyone will follow the guidelines and procedures set down in the 'Multi-Agency Policy guidance and Procedures' book that is provided by the Children's Integrated Services.

### **Useful Numbers:**

|                                   |               |              |
|-----------------------------------|---------------|--------------|
| DSL (Designated Safeguard Leader) | Mrs N Noblett | 01995 640364 |
| Back up Safeguard Leader          | Ms M Connell  | 01995 640364 |

Lancashire children's Integrated Services  
0845 053 0009

Police: 01772 209738 (Broughton Police Station)

Ofsted: 0300 1231231

Victoria Wallace:  
Mechelle Lewis: 01772 532723 = Safeguarding Advice Line  
Sarah Holyhead:  
Natalie Barton:

NSPCC: 0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Line: 0800 1111

Concerned about a child being abused?  
Call Care Connect on 0300 123 6720 (8am – 8pm)

## **CLUB PLEDGE TO PARENTS**

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your children as set out in the Out of School Club's Policies.

We aim to:

- Provide a wide range of stimulating and creative activities in a safe and caring environment
- Welcome you at all times to discuss our work, to talk about your children or take part in any of the activities
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures
- Be consistent and reliable to enable you to plan with confidence and peace of mind
- Share and discuss your children's experiences, friendships, achievements and progress
- Ask permission for special events
- Listen to your views, concerns and suggestions to ensure we continue to meet your needs and those of your child

## **CLUB RULES**

1. All children are expected to behave appropriately at the Club
2. All children to sit quietly whilst register is being taken
3. Everyone will act with consideration, care and courtesy towards others at all times
4. Club staff will encourage positive behaviour by recognising and rewarding good or kind behaviour
5. Children must not leave the Club once they arrive without being signed out by a member of staff
6. No rough games, fighting, bullying, name calling or behaviour likely to cause distress or cause health and safety concerns
7. Although personal belongings can be brought into the Club they are the responsibility of the child and Out of School Club will not be held responsible for loss or damage.

## **DISRUPTIVE BEHAVIOUR**

1. All rules will be applied consistently by staff and positive rewards for good behaviour will be given to the children. These may be in the form of stickers, certificates etc
2. Everyone will be encouraged to use good manners throughout the session
3. If rules are broken or disruptive behaviour is a regular problem, parents will be informed and invited to become involved in positive strategies to improve behaviour
4. If disruptive behaviour cannot be resolved by consultation between parents and staff then the child will lose their membership

## **COMPLAINTS PROCEDURE POLICY**

Whitechapel Out of School Club aims to provide a high quality efficient and accessible service to parents and children.

The way that Out of School Club runs is reviewed on a regular basis. However, from time to time a parent or a child may feel they have a complaint about some aspect of the Club, or an individual member of staff. Usually it should be possible to resolve any problems as soon as they occur. If this is not the case then the following formal complaints procedure should be adopted:

- Put your complaint in writing to one of the following – Club Manager or School Headteacher. Please include full details of the problem with appropriate names and dates
- We will acknowledge receipt of the letter within 7 days.
- We will send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the club's practices or policies.
- Meet relevant parties to discuss the club's response to the complaint, either together or on an individual basis.
- All complaints will be taken seriously and dealt with fairly and in a way which respects confidentiality
- We will acknowledge your complaint as soon as possible and a full investigation will be carried out within 28 days. If there is a delay you will be informed and given a full reply
- The response you receive will also be given to the staff concerned, with recommendations for action to be taken
- Individual members of staff have the right to reply to any complaint at any stage.

If there is further dissatisfaction, the complainant may consider consulting:-

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

## COMPLAINTS

DATE:

NAMES:

COMPLAINTS:

ACTION:

REVIEW:

## **DISCIPLINE/BEHAVIOUR POLICY**

- The Club Rules will be discussed within Out of School Club and explained to all newcomers, both children and adults.
- All the children at the Club will receive positive encouragement to mix and play together with consideration for the feelings and needs of others.
- Club staff will try to ensure that no particular group of individuals are associated with particular behaviour on the basis of gender, race, religion or class.
- We will adopt a clear set of rules which are consistently applied, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- We will adopt a clear set of consequences for breaking these rules, which are consistently applied by staff.
- Every child starts the day with a 'clean slate'.
- Parents are involved in the positive strategies and informed of the behaviour of their child on a regular basis.
- Staff will provide a positive model for the children with regard to friendliness, care and courtesy.
- Staff will praise and endorse desirable behaviour such as kindness and willingness to share.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour not the child that is unwelcome.
- A child who misbehaves will never be sent out of the room by themselves or humiliated by such techniques as the 'naughty chair' – a period of 'time out' might be achieved by a 'one-to-one' with a member of staff.
- Any safeguarding issues to be recorded and will be dealt with by the School DSL.
- Incidents should be recorded on an Incident Sheet
- Recurring problems will be tackled by the whole Club in partnership with the child's parents – using records/'incident' reports to establishing an understanding of the cause.

## **EQUAL OPPORTUNITIES POLICY**

- The policy aims to challenge discrimination in all areas of Out of School Club.
- We aim to ensure that the Club reflects and meets the needs of the local community and incorporates equal opportunities into all areas of work.
- We are committed to policies, procedures and practices which value and respect the different racial origins, religions, cultures and languages in a multi-racial society so that each child is valued as an individual without racial or gender stereotyping.
- We are committed to policies, procedures and practices which enable children to develop positive attitudes to different race, culture and language and differences of gender.
- Comments or acts expressing discrimination will be challenged sensitively. Language or behaviour designed to be offensive to any group within society is unacceptable and will not be tolerated.
- Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.
- We aim to provide good quality out of school care for all children and families at Out of School Club.
- All children will be treated with equal respect; recognising individual children have individual needs. We will encourage children to value themselves and respect others.
- No child will be discriminated against because of race, culture, class, religion, gender, ability or disability.
- Out of School Club and members of staff will recognise a child's unique needs and where possible meet those needs.
- Out of School Club and members of staff will encourage children to value themselves and respect others in line with British values

## **BULLYING**

Our Club is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our Club, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying.

Everyone involved in the Club, staff, children and parent/carers, will be made aware of the Club's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

The Club defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. Examples of such behaviour are as follows:

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

**PHYSICAL:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

**VERBAL:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult for example, spreading rumours or making fun of another person's appearance.

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

**CYBER-BULLYING:** A form of bullying or harassment using electronic means

### **PREVENTING BULLYING BEHAVIOUR**

The Manager and the staff will make every effort to create a tolerant and caring environment in the Club, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

### **DEALING WITH BULLYING BEHAVIOUR**

Despite all efforts to prevent it, bullying behaviour may occur on occasion and the Club recognises this fact. In the event of such incidents, the following principles will govern the Club's response:

- All incidents of bullying will be addressed thoroughly and sensitively.

- Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
  
- Staff have a duty to inform the Manager if they witness an incident of bullying involving children or adults at the Club.
  
- If a child or a member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
  
- The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
  
- In most cases, bullying behaviour can be addressed according to the strategies set out in the Behaviour Management policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
  
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between the relevant parents/carers. At all times, staff will handle such incidents with care and sensitivity.
  
- All incidents of bullying will be reported to the Manager and will be recorded on an Incident Sheet. In the light of reported incidents, the Manager and other relevant staff will review the Club's procedures in respect of bullying.
  
- Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.

## **NON-COLLECTION OF CHILDREN POLICY**

All parents/legal guardians must supply two emergency contacts that should be able to collect their child in an emergency if they are unable to do so. These contacts should be able to collect the child within 30 minutes.

If, in extreme circumstances, a child is not collected by 7.00 p.m. and all emergency contacts have been exhausted, Out of School Club will contact the Police and Children's Social Care.

## **MISSING CHILDREN POLICY**

This policy covers two possible instances:

- 1 Children booked in but do not arrive at after school club– any sessions that are booked must be cancelled as the Admissions Policy states. If they are not cancelled the following procedures will be put into operation by the staff
  - Parents will be telephoned at home or at work to check their Child's attendance.
  - If parents cannot be reached the emergency contact will be telephoned.
- 2 Children registered into the Club and found to be missing – procedures as above are put into operation and if the matter is not resolved then this is followed by contacting the police.
  - Check with Bursar, child attending school for the duration of the day
  - Contact the class teacher and head teacher to notify a possible missing child
  - Activate the 'Missing child' Procedure
  - Sweep perimeters
  - 'Lockdown' all children attending Club
  - Notify parents and school if child is missing
  - Notify police

## **FIRE PROCEDURES POLICY**

The Club Manager should ensure that:

- 1 All the staff team and children are aware of the arrangements that are to be followed in the event of a fire:
- 2 A regular fire practice is carried out at least once a term to ensure that all children and staff are familiar with the fire practice procedures. Instructions should be given on how to vacate the rooms occupied by the Club. The practices should be recorded in the fire Practice Record Log.

In the event of a fire:

The person finding the fire should activate the alarm.

- 1 The children should be directed out of the building using the designated fire exits and line up at the pre-defined assembly points. They should leave in an orderly manner, not running, and should not wait to collect any belongings.
- 2 At the assembly point the staff should count the children before checking the register;
- 3 The staff will check that everyone is counted;
- 4 No person is to return to the building until instructed by the Fire Brigade that it is safe to do so.

The Club staff must:

- 1 Ensure the building is fully evacuated;
- 2 Identify the location of the fire (from an evacuated position) and telephone the Fire Brigade by dialling 999 unless they are CERTAIN it is a false alarm.
- 3 Do not return to the building.

Out of School Club has a strict No Smoking Policy as stated in our Smoking and Drinking Policy.

## **OUTDOOR PLAY POLICY**

During the session children will have the opportunity to play outside area/on the MUGA weather permitting.

No children will be allowed to play out unsupervised.

A member of staff will always be present to organise and help with team games.

The children are not to leave the MUGA under any circumstances.

Risk Assessment completed on play equipment.

Mobile phones to be used to aid communication.

First Aider to ensure First Aid kit is taken to the outdoor area.

## **SMOKING AND DRINKING POLICY**

Out of School Club insists that:

- A No smoking Policy is in operation at all times;
- No alcoholic drinks are to be brought onto the premises;
- No member of staff should have consumed alcohol if they are to be responsible for the children;
- No hot drinks to be left within reach of the children
- Smoking and drinking of alcohol is not permitted in the building or outside at ANYTIME when the children are present. This rule is STRICLTLY enforced and all staff and parents are to be made aware of it.
- Children will not be released to parents who are under the influence.

## **SPECIAL NEEDS POLICY**

Out of School Club endeavours to provide care and education for all children, irrespective of their individual needs to assist them to reach their full potential.

The Club aims to recognise the needs of all children and act accordingly via the correct channels of communication with parents and other professionals.

Via our admissions policy, staff will have the opportunity to liaise with parents to ensure appropriate provision is offered.

Due consideration is given to access and facilities and every effort has been made to make attendance trouble free.

Outside agencies will always be contacted for guidelines relating to individual needs.

Parents, staff and children will work in close proximity to ensure individual needs are met.

## **STAFF CODE OF CONDUCT**

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their role definition/Job Description
- Conduct their work in a co-operative manner.
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of themselves, their colleagues and others while at work
- Take care of WOOSC property
- Familiarise themselves with, and follow the Health and Safety rules applicable to WOOSC
- Compliance with WOOSC Smoking at Work Policy.

## **USE OF MOBILE PHONES AND CAMERAS**

### **Policy Statement**

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

### **Procedures**

#### *Personal Mobile Phones*

- Only Staff have the use of their mobile phones during Club hours, this is for emergency purposes only or for parental contact.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings, Club tablets will be used.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present. A sign is clearly visible on the door and parents are made aware of our policy through regular newsletters and/or policy updates.

#### *Cameras and Videos*

- Members of staff must not bring their own cameras or video records into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting or on outings. Photos taken on the outing can be displayed. Staff are responsible for safe keeping of the camera whilst on an outing.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will be gained from all parents for their children to be included.
- Photographs of children are only taken if there is written permission to do so for use in their personal development files and for use around the setting. (Found on the individual child's Registration Form).

### The use of the internet and social networking sites

The internet may only be used within the setting to enhance children's learning and to aid staff training and development.

No photographs of children may be put on the internet.

Use of social networking sites is not allowed within the setting. Staff and students must adhere to the confidentiality issued relating to the setting whilst using social networking sites out of the setting.

No parents may be added as friends on sites such as Facebook after a member of staff begins working at the setting.

Staff must take care when discussing work related issues with each other on social networking sites that nothing they disclose could break confidentiality with regards to the setting or harm the reputation of the setting, those who work within the setting and those who use the setting.

## **VISITOR POLICY**

WOOSC is committed to providing an safe and secure environment for children in our care. When we have visitors to our club we need to ensure that this will not have an effect on children and that the person has a valid reason.

Accordingly, when a visitor arrives at the club, we will follow the following:

- All visitors must be signed in on arrival.
- All visitors' personal belongings and mobile phones must be kept in the office during their visit.
- The reason for the visit will be recorded.
- All visitors must be signed out on departure.
- When a visitor leaves the premises, the time of departure must be recorded.

## **CLUB/PARENTAL AGREEMENT**

Dear Parents/Carers

In accordance with Ofsted's 14 National Standards required to satisfy registration, Out of School Club has developed a number of policies concerning the day to day activities within the Club.

These policies are designed to protect the well being of the children and the staff. They also reflect our ambition to provide high quality childcare provision.

Ofsted requires that parents READ and ABIDE by the policies set out in our policy folder. Relevant issues will be discussed with all children in the first term and children will be involved in drawing up their own agreement.

We require that parents sign below to demonstrate that they have read the policies and that they agree to abide by them. The importance of doing this cannot be stressed enough. Staff will be available to discuss any concerns you may have.

Please complete the form below and return it to Out of School Club.

Thank you for your time.

.....

Name.....

Child's name .....

I hereby state that I have read all Out of School Club Policies and agree to abide by them.

Signed .....

Date .....

Comments .....

.....=

.....

.....

### **Emergency Details**

Name .....

I agree for my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered by the medical authorities present.

Signed ..... (Parent/Guardian) Date .....