



# **Policy Booklet**

**September 2024**

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# **ALL ABOARD KIDS CLUB ADMINISTERING MEDICATION POLICY**

If a child attending All Aboard Kids Club requires medication of any kind, their parent or carer must complete the 'Medication' section on the booking site and give consent to their child receiving any stated dose, prior to attending. Staff at the club will not administer or allow any medication to be taken without such prior written consent.

Ideally, children should take their medication before arriving at the club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate.

All Aboard Kids Club has its own first-aid resources and does not have access to the school's first-aid resources. Therefore, parents must provide the club with its own supply of any medication which is not carried by the child (e.g., EpiPen auto-injectors).

If children carry their own medication (e.g., asthma inhalers), the club staff will offer to keep the medication safe until it is required. Medication must be labelled with the child's name.

## **PRESCRIPTION MEDICATION**

All Aboard Kids Club staff will normally only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a medication contains aspirin, we can only administer it if it has been prescribed by a doctor. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medication and the dosage.

## **NON-PRESCRIPTION MEDICATION**

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication.

## **PROCEDURE FOR ADMINISTERING MEDICATION**

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication, on our 'Medication Log', will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the 'Medication' section has been completed on the booking site.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the 'Record of Medication Given'.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the 'Medication Log'.

**If a child refuses to take their medication, staff will not force them to do so. The Manager and the child's parent or carer will be notified, and the incident recorded on the 'Record of Medication Given'.**

#### **SPECIALIST TRAINING**

**Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the Manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.**

#### **CHANGES TO MEDICATION**

**If there are any changes to a child's medication (including change of dosage or frequency), the parent or carer must update this information in the 'Medication' section on the booking site.**

#### **LONG TERM CONDITIONS**

**If a child suffers from a long-term medical condition, the club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the club has a clear statement of the child's medical requirements.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Health [3.52-3.55].***

# **ALL ABOARD KIDS CLUB**

## **ADMISSIONS AND FEES POLICY**

**All Aboard Kids Club is registered with Ofsted; our registration number is EY2530635. We provide care for children between Reception and Year 6.**

### **REGISTRATION**

**When an enquiry regarding places is made, parents or carers will be given access to the following:**

- **Our Parents' and Carers' Handbook.**
- **Information regarding our online booking system.**
- **Our Policies and Procedures.**

### **BOOKING PROCEDURE**

**Registration for all children must be completed through our online booking system at <https://allaboardkidsclub.magicbooking.co.uk>, to enable bookings to be made.**

**Every July, sessions for the following academic year go live, with the following priority:**

- 1. Those who have an existing booking for weekly sessions at the club, to allow the same sessions to be re-booked.**
- 2. Those who have an existing booking for weekly sessions and require an additional space for a sibling who is joining Reception.**
- 3. Those who are on our waiting list, have used our club previously or would like to add sessions to their existing booking for weekly sessions.**
- 4. Those who are new to the club.**

**Registered parents/carers will receive an update via email with our May/June Newsletter, detailing when sessions will become available to book.**

**Once sessions become available to book, we encourage all parents and carers to book weekly sessions, for the full academic year, using monthly instalments, as this ensures a space for your child is secure.**

**Bookings can also be made on an ad-hoc basis, by 9.00pm on the evening prior to the session, if there is availability.**

**When all places have been filled, parents can request to be added to our waiting list for specific days and sessions.**

**Transition times for children in Reception differ between schools. Please see the Parents' and Carers' Handbook for your child's school, to see when they can begin attending the club.**

**When parents/carers are registered, and a booking is made, the parent and child(ren) will be welcome to visit the club for an induction. The child will be able to attend the club as soon as the booking is complete.**

## **FEE STRUCTURE**

**Each school's fees, start times and end times may differ slightly, so please see the Parents' and Carers' Handbook for your child's school for more information.**

**Understanding that childcare can be costly, we have implemented the following:**

- **A monthly instalments option at no extra cost, if more than 30 sessions are booked, to avoid paying full fees upfront.**
- **10% discount for any additional siblings booked in to our after-school club sessions.**
- **Some support for parents of children registered as eligible for free school meals. Please get in touch if this applies to you.**

**To ensure we can continue to provide our childcare services in every situation, we have implemented the following:**

- **All booked sessions will be charged for, including when your child is sick, at another club or on a school trip or holiday.**
- **There is a charge of £10.00 for every 15 minutes (or part of) that a parent is late for collection, to ensure extra staff wages and other costs incurred are covered.**
- **Any bookings or swaps requested after 9.00pm on the evening prior to the session being requested will be subject to a £4.50 Late Booking Fee, instead of our usual Booking Fee of £2.50, and are subject to availability.**

## **PAYMENT OF FEES**

**Fees are reviewed annually to ensure the costs involved in running our clubs are covered, and to keep us in a strong position to continue offering childcare to families at the school.**

**The club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Manager at the earliest opportunity. Any queries regarding fees should be directed to the Manager.**

**If fees are not paid, no further bookings can be made. The club contact the parent or carer, requesting payment. If the parent or carer is having difficulty making the payment on time, we recommend that they arrange a meeting with the Manager.**

**Where there is no explanation for repeated late payment, the Manager will contact the parent or carer to discuss payment options. The Manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the club being withdrawn. If the fees remain unpaid after all the above options have been explored, the club may have to cancel the child's place.**

## **CANCELLING BOOKINGS AND SESSIONS**

**Whole bookings and individual sessions can be cancelled at any time, by going to the 'Bookings' section on the club's booking site. To receive credit when cancelling bookings, or removing sessions, 4 weeks' notice is required.**

**Please feel free to let us know about any cancellations that you plan to make, as we may be able to resell spaces and, in turn, offer credit to you.**

## **ADDING SESSIONS TO A BOOKING**

**Sessions can be added to an existing booking at any time (subject to availability), by going to the 'Bookings' section on the club's booking site. Sessions must be added by our cut off time of 9.00pm on the evening prior to the sessions involved.**

## **TEMPORARY CHANGES TO YOUR BOOKING**

**If you are looking to swap a session, want to make temporary changes to a booking, or need a session at short notice, it's best to get in touch as soon as possible. Any sessions booked or swapped after 9.00pm on the evening prior to the sessions involved will be subject to our Late Booking Fee. See our Admission and Fees policy for more details.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.78], Information for Parents and Carers [3.83].***

# **ALL ABOARD KIDS CLUB**

## **AGGRESSIVE/INAPPROPRIATE BEHAVIOUR POLICY**

**All Aboard Kids Club does not tolerate aggressive or inappropriate behaviour from any person, whether a parent, carer, or visitor.**

**Our club is a place of safety and security for the children who attend and for the staff who work here.**

### **UNACCEPTABLE BEHAVIOUR**

**Unacceptable behaviour includes, but is not limited to, the following:**

- **Causing intentional damage to club property.**
- **Verbal abuse e.g., swearing, talking in a rude or aggressive manner, using offensive language, shouting, or raising their voice at another individual, whether in person or through a telephone.**
- **Making racist or sexual or other abusive comments.**
- **Using aggressive or abusive hand gestures e.g., raising fists and fingers.**
- **Physical violence e.g., pushing, hitting, slapping, punching, or kicking.**
- **Physically intimidating an individual e.g., standing too close or blocking their exit.**
- **Spitting.**
- **Overly unnecessary physical contact with an individual.**
- **Writing, emailing, texting, messaging, or posting abusive comments regarding an individual, a group of individuals, or the club, including on social media.**
- **Making frequent and persistent contact with an individual either through face-to-face contact, phone calls or sending numerous emails, which may be deemed as harassment.**
- **Psychological harassment e.g., displaying vexatious behaviour, which is humiliating for the individual and is damaging to their self-esteem. This can be conducted through repeated instances of any of the above.**
- **Behaviour intended to result in conflict.**

**At All Aboard Kids Club, we do not tolerate such behaviour, whether it is directed at the staff or at any of the children in our care.**

### **PROCEDURE**

**If a parent, carer or member of the public behaves in an unacceptable way towards a member of staff or a child attending the club, we will take the following steps:**

- 1. In order to ensure the safety of the children and to limit possible distress, we will remove them from the vicinity of the incident.**
- 2. The Manager or senior member of staff will seek to resolve the situation through calm discussion.**
- 3. If the individual wishes to make a complaint we will encourage them to follow the complaints procedure in the club's Complaints policy, or to complain directly to Ofsted if they so choose.**
- 4. If the individual continues to behave in an aggressive and intimidating manner, we will insist that they calm down or leave the premises immediately.**
- 5. If the individual refuses to calm down or leave the premises, the Manager will contact the police without delay.**



When the immediate incident has been resolved, the Manager and staff members will reflect on the incident and decide whether it is appropriate to ban the individual from the premises for a period of time. The decision will take into account both the seriousness of the incident and whether the individual has behaved aggressively before.

When the incident has not been conducted face-to-face, such as in email or text correspondence, the Manager or staff member will seek to resolve the matter through correspondence, and invite the individual to discuss in person, if appropriate and safe to do so. The Manager will then continue with steps 3 and 4 onwards of the process outlined above.

If we decide that a ban is appropriate, we will write to the individual concerned to inform them of the reasons for the ban and its duration.

#### **RELATED POLICIES**

See also: Equalities policy, Complaints policy, Safeguarding policy.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

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# ALL ABOARD KIDS CLUB ANTI-BULLYING POLICY

All Aboard Kids Club provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Manager. An account of the incident will be recorded in an 'Incident Record'. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Staff at All Aboard Kids Club are trained to understand and support children's behaviour in an appropriate way and recognise when a child's behaviour may be a sign that something isn't quite right.

## WHAT IS BULLYING?

All Aboard Kids Club defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

Physical:	Pushing, scratching, spitting, kicking, hitting, biting, taking, or damaging belongings, tripping up, punching, or using any sort of violence against another person.
Psychological:	Behaviour likely to create a sense of fear or anxiety in another person.
Emotional:	Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of 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.

Racial harassment can take any of the forms of bullying listed above, but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the 'Incident Record'. (See our Equalities policy for more information on how we deal with and challenge discriminatory behaviour.)

## PREVENTING BULLYING BEHAVIOUR

Staff at All Aboard Kids Club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour.
- Discussing friendships and encouraging group and team play.
- Encouraging children to report bullying without fear.
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated.
- Exploring the consequences of bullying behaviour with the children.

## **RESPONDING TO BULLYING BEHAVIOUR**

**All Aboard Kids Club acknowledges that, despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the club will follow the procedure outlined below:**

- **We will address all incidents of bullying thoroughly and sensitively.**
- **Victims of bullying will be offered the immediate opportunity to discuss the matter with staff member, who will reassure the child and offer support.**
- **They will be reassured that what they say will be taken seriously and handled sympathetically.**
- **Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.**
- **If another child is a witness of bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.**
- **If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the Manager.**
- **Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.**
- **If the bullying persists, the parents will be informed and we will work with them to try to resolve the issues.**
- **If this fails to stop the bullying, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.**
- **All incidents of bullying will be reported to the Manager and will be recorded on an 'Incident Record'. The Manager and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.**

## **RELATED POLICIES**

**See also: Equalities policy, Suspensions and Exclusions policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.59] and Safeguarding Training [3.25].***

# **ALL ABOARD KIDS CLUB**

## **ARRIVALS AND DEPARTURES POLICY**

**All Aboard Kids Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.**

**The Manager will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.**

### **ARRIVALS**

**Parents and carers must accompany their children into breakfast club. If parents or carers give permission, we allow Year 6 children to make their own way into the club.**

**When children arrive in our care, their attendance is recorded on our register, and the time is automatically recorded.**

### **ESCORTING CHILDREN TO AND FROM THE CLUB**

**The club and school have a clear agreement concerning the transfer of responsibility for children's safety. We have risk assessed the route used to escort children to the club and review it regularly.**

**A member of staff will escort children from Reception, Year 1 and Year 2 from the club to their classes at the end of the breakfast club, and from their classes to the club for the after-school club.**

**Children from Year 3, Year 4, Year 5, and Year 6 make their own way to their classes from the breakfast club, and from their classes to the after-school club.**

**If a child is booked into the club but has not reached the club within 5 minutes of the school's end time, and cannot be found in their classroom, we will check with the school regarding their whereabouts. If the whereabouts of the child is not known, staff will immediately implement its Missing Child policy.**

### **DEPARTURES**

**Children must be collected from the after-school club by an adult (at least 16 years of age) who has been authorised to do so in their online registration. A staff member will sign the children out as they leave, and the collector, and time of collection is automatically recorded. In exceptional circumstances, if the parent requires another person who is not registered as a collector to collect their child, the child's parents or carers must inform the club in advance and provide a description of the person. This will be recorded on a 'Collection by Unknown Person' form.**

**If the Manager has any concerns regarding the person collecting, they will contact the main parent or carer for confirmation.**

**The parent or carer must notify the club if they will be late collecting their child. If the club is not informed, the Uncollected Children policy will be followed.**

**Children in Year 6 will only be allowed to leave the club alone at the end of the session if the club has discussed this with the child's parents and has received their written consent.**

#### **ABSENCES**

**If a child is going to be absent from a session, parents must notify the club in advance.**

**If a child is absent from after-school club without explanation, staff will contact the parents or carers and the school to check where the child should be. If staff still have concerns about the child's whereabouts after attempts to contact the parents or carers and the school, the Manager will contact the police.**

**The club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.**

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<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.73] Information and Record Keeping [3.78], Information for Parents and Carers [3.83].***

# ALL ABOARD KIDS CLUB

## CHILD INDUCTION POLICY

When children first join All Aboard Kids Club, they will be allowed to settle in at their own pace.

We welcome parents or carers to visit the setting with their children shortly before they are due to start. This gives the children the opportunity to look around the club and get used to the new environment. It also gives parents the opportunity to meet the team and ask any questions.

If necessary, parents or carers may stay with their children during the first few sessions to help them settle in.

### INDUCTION FOR NEW CHILDREN

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- EYFS children and their parents will be introduced to their key workers.
- The club's activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the club and will have the option of a 'buddy' who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the club environment.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

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<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

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# **ALL ABOARD KIDS CLUB CHILDREN'S BEHAVIOUR POLICY**

**All Aboard Kids Club recognises our responsibility to support, understand and manage children's behaviour in an appropriate way. We use effective behaviour management strategies to promote the welfare, enjoyment and safety of children attending the club. Working in partnership with parents, we aim to support children's behaviour using clear, consistent and positive strategies, with adults modelling positive behaviour.**

**We recognise that supporting behaviour isn't a universal approach, and that we must develop strategies of support appropriate to each child, whilst balancing and maintaining the safety and enjoyment of all children and staff at the club. The club rules are clearly displayed at every session and are discussed regularly.**

**Whilst at All Aboard Kids Club, we expect children to:**

- Use socially acceptable behaviour.**
- Comply with the club rules.**
- Respect one another, accepting differences of race, gender, ability, age and religion.**
- Develop their independence by maintaining self-discipline.**
- Choose and participate in a variety of activities.**
- Ask for help if needed.**
- Enjoy their time at the club.**

## **ENCOURAGING POSITIVE BEHAVIOUR**

**At All Aboard Kids Club positive behaviour is encouraged by:**

- Staff acting as positive role models.**
- Praising appropriate and positive behaviour.**
- Rewarding with stickers.**
- Informing parents about individual achievements.**
- Offering a variety of play opportunities to meet the needs of children attending.**

**It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the club will try to determine the cause or triggers of the inappropriate behaviour and work to support the child and make necessary changes where possible, to prevent the situation from happening again.**

## **DEALING WITH INAPPROPRIATE BEHAVIOUR**

- Unacceptable behaviour will be addressed in a calm, firm and positive manner.**
- In the first instance, the child will be temporarily removed from the activity.**
- Staff will discuss why the behaviour displayed is deemed inappropriate.**
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.**
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.**
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.**
- Staff will consult with parents to formulate clear strategies for dealing with persistent, inappropriate behaviour.**

- Staff will seek support wherever necessary from the child's class teacher or other professionals within the school.
- No staff member will threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).
- Staff will always promote the dignity and respect for the child, in handling incidents of behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, that poses risk to themselves, staff, other children or property, the club may decide to exclude the child in accordance with our Suspensions and Exclusions policy. The reasons and processes involved will be clearly explained to the child.

### **PHYSICAL INTERVENTION**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the Manager will be notified, and an 'Incident Record' will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the Manager or, in extreme cases, the police.

All serious incidents will be recorded on an 'Incident Record' and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

### **CORPORAL PUNISHMENT**

Corporal punishment or the threat of corporal punishment will never be used at the club.

We will take all reasonable steps to ensure that no child who attends our club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.59] and Safeguarding Training [3.25].*



# **ALL ABOARD KIDS CLUB CHILDREN'S HEALTH POLICY**

**At All Aboard Kids Club, we will promote good health of the children that we look after. We deal promptly and effectively with any illnesses, accidents or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe by taking appropriate action if children are ill or infectious. This keeps children safe from communicable diseases.**

**All parents and carers must inform the club of any medical details about their child, by completing the 'Medical Conditions' section on the booking site when they register with the club, giving permission for emergency medical treatment for their child in the event of a serious accident or illness.**

**We will record any accidents or illnesses, together with any treatment given, in an 'Incident Record' or 'Accident Record' as appropriate, which will be sent directly to the parent or carer.**

**All Aboard Kids Club cannot accept children who are ill. If any children are ill when they first arrive at the club, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the club until they have fully recovered, or until after the minimum exclusion period has expired (see table below).**

## **FIRST AID**

**The club's Designated First Aid trained staff member's names are displayed at the club at all times. These members of staff have a current Paediatric First Aid certificate and has attended a 12-hour Paediatric First Aid course, which complies with the requirements of Annex A of the EYFS. First aid training will be renewed every three years.**

**To ensure that there is a qualified first aider present and available at all times when the club is running, we will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident. Other staff, who do not have 12-hour Paediatric First Aid training, will be available to ensure the first aid response to any incident requiring attention, is timely and effective.**

**The location of the first aid kit is clearly displayed at the club. The Manager regularly checks the contents of the first aid box to ensure it is up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.**

## **PROCEDURE FOR A MINOR INJURY OR ILLNESS**

**The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.**

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.**
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.**

- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

#### **PROCEDURE FOR A MAJOR INJURY OR SERIOUS ILLNESS**

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance, and a member of staff will go to the hospital with the child. The staff member will take the child's medical details with them and will consent to any necessary treatment (as approved by the parents during registration).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.
- After a major incident, the Manager and staff will review the events and consider whether any changes need to be made to the club's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

#### **INFECTION CONTROL**

Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that children are especially susceptible to. We will ensure soap, warm water and paper towels are accessible at all times. In the case where this is not possible, alcohol gel can be used on hands that are not visibly dirty.

All children will be reminded to wash their hands after using the toilet, before eating and handling food, and at other necessary times (such as after messy play, handling animals etc.)

Our setting is cleaned regularly and to a set schedule. We will take advice of the UKHSA health protection team, should any outbreak of infection at our setting be noted.

#### **COMMUNICABLE DISEASES AND CONDITIONS**

If a case of head lice is found at the club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the club, the Manager will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

## MINIMUM EXCLUSION PERIODS

The table below outlines the minimum exclusion periods for infectious conditions and diseases. All Aboard Kids Club follows the guidance in this table.

<b>Chicken Pox:</b>	<b>Until all vesicles (spots) have crusted over</b>
<b>Cold Sores:</b>	<b>None - Avoid contact with sores</b>
<b>Conjunctivitis:</b>	<b>None</b>
<b>Covid-19/Coronavirus:</b>	<b>3 days if they feel well and do not have a high temperature</b>
<b>Diphtheria*:</b>	<b>Exclusion always necessary, consult local Health Protection Team</b>
<b>Diarrhoea and Vomiting:</b>	<b>48 hours after last episode of diarrhoea or vomiting</b>
<b>Glandular Fever:</b>	<b>None</b>
<b>Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery:</b>	<b>48 hours after last episode of diarrhoea – further exclusion may be required for some children</b>
<b>Hand, Foot and Mouth Disease:</b>	<b>None</b>
<b>Hepatitis A*:</b>	<b>Until 7 days after onset of jaundice</b>
<b>Hepatitis B* and C*:</b>	<b>None</b>
<b>High temperature:</b>	<b>24 hours</b>
<b>HIV/AIDS:</b>	<b>None</b>
<b>Impetigo:</b>	<b>Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment</b>
<b>Influenza:</b>	<b>Until recovered</b>
<b>Measles*:</b>	<b>4 days from onset of rash</b>
<b>Meningitis*:</b>	<b>Until recovered</b>
<b>Molluscum Contagiosum:</b>	<b>None</b>
<b>Mumps*:</b>	<b>5 days from onset of swollen glands</b>
<b>Pediculosis (lice):</b>	<b>None</b>
<b>Pertussis* (Whooping Cough):</b>	<b>5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given</b>
<b>Ringworm:</b>	<b>Exclusion not usually required</b>
<b>Rubella* (German Measles):</b>	<b>4 days from onset of rash</b>
<b>Scabies:</b>	<b>Until first treatment has been given</b>
<b>Scarlet Fever*:</b>	<b>24 hours after starting antibiotic treatment</b>
<b>Slapped Check, Fifth Disease:</b>	<b>None (once rash has developed)</b>
<b>Threadworms:</b>	<b>None</b>
<b>Tonsillitis:</b>	<b>None</b>
<b>Tuberculosis*:</b>	<b>Consult local Health Protection Team</b>
<b>Typhoid*, Paratyphoid*:</b>	<b>48 hours after last episode of diarrhoea – further exclusion may be required for some children</b>
<b>Warts (including Verruca):</b>	<b>None. Verruca sufferers should keep feet covered</b>

\* Denotes a notifiable disease.

If in any doubt, contact local health services for further information.

**EAST OF ENGLAND HEALTH PROTECTION TEAM**

**-0300 303 8537**

**-eastofenglandhpt@phe.gov.uk**

**-phe.eohpt@nhs.net**

**OFSTED**

**-0300 123 1231**

**-0300 123 4666**

**-enquiries@ofsted.gov.uk**

**-Ofsted**

**Piccadilly Gate**

**Store Street**

**M1 2WD**

**(General Enquiries)**

**(Complaints)**

**RIDDOR**

**-0845 300 99 23**

**(Incident Contact Unit)**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.51-3.52], Food and drink [3.48-3.49].***

# **ALL ABOARD KIDS CLUB COMPLAINTS POLICY**

**At All Aboard Kids Club, we aim to work in partnership with parents to deliver a high-quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy is displayed on the premises at all times. Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.**

**The Manager is usually responsible for dealing with complaints. If the complaint is about the Manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an 'Incident Record' and a 'Complaints Record' will be completed. Any complaints made will be dealt with in the following manner:**

## **STAGE ONE**

**Complaints about aspects of club activity:**

- The Manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.**

**Complaints about an individual staff member:**

- If appropriate the parent will be encouraged to discuss the matter with staff concerned.**
- If the parent feels that this is not appropriate, the matter will be discussed with the Manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.**

## **STAGE TWO**

**If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the Manager. The Manager will:**

- Acknowledge receipt of the letter within 7 days.**
- Investigate the matter and notify the complainant of the outcome within 28 days.**
- 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 as a result of the complaint.**
- Meet relevant parties to discuss the club's response to the complaint, either together or on an individual basis.**

**If child protection issues are raised, the Manager will refer the situation to the club's Designated Safeguarding Lead, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children policy. If a criminal act may have been committed, the Manager will contact the police.**

## **MAKING A COMPLAINT TO OFSTED**

**Any parent or carer can submit a complaint to Ofsted about All Aboard Kids Club at any time, if they believe that we are not meeting the requirements of our registration. Ofsted will consider and investigate all complaints.**

**OFSTED**  
**-0300 123 1231**  
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***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Complaints [3.84 – 3.85].***

# **ALL ABOARD KIDS CLUB DATA PROTECTION POLICY**

**At All Aboard Kids Club, 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 All Aboard Kids Club can do so with confidence that their data is being kept secure.**

**Our lead person for data protection is Bret Dunham. The lead person ensures that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.**

## **CONFIDENTIALITY**

**Within the club, we will respect confidentiality in the following ways:**

- We will only ever share information with a parent about their own 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 Safeguarding Lead and the Manager.**
- 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 locked filing cabinet and on a computer device with a password.**
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.**

## **INFORMATION THAT WE KEEP**

**The items of personal data that we keep about individuals are documented on our registration forms. The registration forms are reviewed annually to ensure that any new data types are included.**

## **CHILDREN AND PARENTS**

**We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, 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, we retain only the data required by statutory legislation, insurance requirements and industry best practice, and for the prescribed periods of time.**

**Electronic data that is no longer required is deleted and paper records are disposed of securely or returned to parents.**

## **STAFF**

**We keep information about employees to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.**

## **SHARING INFORMATION WITH THIRD PARTIES**

**We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g., Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.**

**We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.**

**Where we share relevant information where there are safeguarding concerns, we will do so in line with Government guidance 'Information Sharing Advice for Safeguarding Practitioners' ([www.gov.uk](http://www.gov.uk)).**

**Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example to take online bookings, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.**

## **SUBJECT ACCESS REQUESTS**

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.**
- Staff and volunteers can ask to see any information that we keep about them.**
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.**
- If our information is found to be incorrect or out of date, we will update it promptly.**
- Parents/carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care, we must keep some data for specific periods so won't be able to delete all data immediately.**
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment, we must keep some data for specific periods so won't be able to delete all data immediately.**
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).**

## **GDPR**

**We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing, and using personal data.**



<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.78, 3.79, 3.80, 3.81].***

# ALL ABOARD KIDS CLUB

## EARLY YEARS FOUNDATION STAGE POLICY

All Aboard Kids Club is committed to meeting the requirements of the *Statutory Framework for the Early Years Foundation Stage 2024 (EYFS)*. EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

As an out of school provider for school-aged children, we are exempt within the EYFS from specific provision for children's learning and development, and assessment requirements as other providers are required to do. This is in recognition that children in this age group attend a primary education provider (usually school) and we will work with the child's parents and other providers as set out below, in order to ensure that children's needs are met. (*EYFS, 2024, Page 6*)

The designated EYFS coordinator is Bret Dunham, who is responsible for:

- Identifying EYFS children when they join the club and informing the other staff.
- Determining the primary EYFS provider (the school) for each child.
- Assigning a key person for each EYFS child.
- Implementing a communication book, so that the parents, the club and the primary EYFS provider can easily exchange information.
- Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary.
- Liaising with the primary EYFS provider to discuss what support the club offers to EYFS children.

The club provides a mix of adult-led and child-initiated activities. The club always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity.

We recognise the four overarching principles of EYFS:

<b>A Unique Child:</b>	Every child is constantly learning and can be resilient, capable, confident, and self-assured. We use positive encouragement and praise to motivate the children in our care.
<b>Positive Relationships:</b>	Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
<b>Enabling Environments:</b>	Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children to understand their current interests and development before planning appropriate play-based activities for them.
<b>Children develop and learn in different ways and at different rates:</b>	The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

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<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Before/after school care and holiday provision [3.51] and Safeguarding and Welfare Requirements: Information for Parents and Carers [3.83] and The Learning and development requirements, Page 6.***

# **ALL ABOARD KIDS CLUB**

## **EMERGENCY EVACUATION AND CLOSURE POLICY**

**All Aboard Kids Club will make every effort to keep the club open, but in exceptional circumstances, we may need to close at short notice.**

**Possible reasons for emergency closure include:**

- **Serious weather conditions (including late starts decided by the school)**
- **Heating system failure**
- **Burst water pipes**
- **Fire or bomb scare/explosion**
- **Death of a member of staff or child**
- **Assault on a member of staff or child**
- **Serious accident or illness**

**In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the club, the following steps will be taken:**

- **If appropriate, the Manager, or a member of staff will contact the emergency services.**
- **All children will be escorted from the building to the assembly point using the nearest safe exit.**
- **No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.**
- **A nominated member of staff will check the premises and will collect the register and club phone (including emergency contact details), providing that this does not put anyone at risk.**
- **Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.**
- **The register will be taken, and all children and staff accounted for.**
- **If any person is missing from the register, the emergency services will be informed immediately.**
- **The Manager will contact parents to collect their children. If the register is not available, the Manager will use the emergency contacts list, which is kept on our online booking system.**
- **All children will be supervised until they are safely collected by a parent or carer.**
- **If after every attempt, a child's parent or carers cannot be contacted, the club will follow its Uncollected Child procedure.**

**If the club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.**

**If our partner school is closed, All Aboard Kids Club will also be closed. If this is an enforced closure, out of our control, regular payments of fees will still apply. After closure of 10 school days, the policy regarding payment of fees will be reviewed.**

**OFSTED**  
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***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding and Welfare Requirements: Safety and suitability of premises environment and equipment (3.66).***

# ALL ABOARD KIDS CLUB ENVIRONMENTAL POLICY

All Aboard Kids Club is committed to the protection of the environment through reducing pollution, emissions and waste.

As part of the induction process, and through staff meetings and training, our staff will be informed about reducing the use of raw materials, supplies and energy.

We raise the children's awareness of environmental issues through discussions, projects and day-to-day activities within the club.

Children and staff follow the club's 'eco code'. This means that we:

- Use recyclable materials, where possible.
- Re-use and recycle our waste material.
- Switch off lights when not in use.
- Turn off electrical equipment at the power source when not in use.
- Turn off taps after use and do not waste water.
- Do not drop litter.

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<b>To be reviewed: July 2026</b>	<b>Signed:</b> B.Dunham

# **ALL ABOARD KIDS CLUB EQUALITIES POLICY**

**At All Aboard Kids Club, we will take all reasonable measures to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.**

**To achieve the club's objective of creating an environment free from discrimination and welcoming to all, the club will:**

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.**
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.**
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.**
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.**
- Ensure that its services are available to all parents/carers and children in the school.**
- Ensure that the club's recruitment policies and procedures are open, fair and non-discriminatory.**
- Work to fulfil all the legal requirements of the Equality Act 2010.**

## **CHALLENGING INAPPROPRIATE ATTITUDES AND PRACTICES**

**We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.**

## **HARASSMENT**

**The club will not tolerate any form of racial, or discriminatory harassment. The club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the club, from staff and from any other adults on club premises (e.g. parents/carers collecting children).**

## **PROMOTING EQUAL OPPORTUNITIES**

**The club's Equal Opportunities Named Coordinator (ENCO) is Bret Dunham. The ENCO is responsible for ensuring that:**

- Staff receive relevant and appropriate training.**
- The Equalities policy is consistent with current legislation and guidance.**
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.**

## **CHILDREN WITH ADDITIONAL NEEDS**

**Our club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the club and will aim to make reasonable adjustments where possible, to ensure that children can access our services and are made to feel welcome.**

**Parents must inform the club of any conditions that may affect their child (medical, learning, behavioural, etc).**

**Where one-to-one support is required, we will assist parents in accessing the funding required to provide the additional care.**

#### **SPECIAL EDUCATIONAL NEEDS COORDINATOR**

**The club's Special Educational Needs Coordinator (SENCO) is Bret Dunham. The SENCO will:**

- **Manage the provision for children with additional needs or disabilities.**
- **Access and disseminate appropriate training in the care and support for those children who need it.**

**All members of staff will assist the SENCO in caring for children with additional needs or physical disabilities.**

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***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare requirements: SEND [3.62], Information for parents and carers [3.83].***



# **ALL ABOARD KIDS CLUB**

## **FIRE SAFETY AND RISK ASSESSMENT POLICY**

**At All Aboard Kids Club, we understand the importance of fire safety. To ensure this:**

- **Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.**
- **Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.**
- **Fire drills are conducted at least once every half-term or whenever new regular staff, or children join the club.**
- **All children are shown the location of fire exits and the fire assembly point.**
- **Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.**
- **Fire doors are kept closed at all times but never locked.**
- **Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.**
- **All fire drills are recorded in the school's 'Fire Drill Record'.**
- **The club has notices explaining the fire procedures which are positioned next to every fire exit.**

### **FIRE PREVENTION**

**The club will take all steps possible to prevent fires occurring by:**

- **Ensuring that power points are not overloaded with adaptors.**
- **Ensuring that the club's Smoking, Alcohol and Drugs policy is always observed.**
- **Checking for frayed or trailing wires.**
- **Checking that fuses are replaced safely.**
- **Storing any potentially flammable materials safely.**

### **IN THE EVENT OF A FIRE**

- **A member of staff will raise the alarm and call the emergency services.**
- **The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.**
- **No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.**
- **The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.**
- **The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.**
- **The register will be taken, and all children and staff accounted for.**
- **If anyone is missing from the register, the emergency services will be informed.**
- **If the register is not available, the Manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.**
- **If the Fire Safety Officer is not present at the time of the incident, the Manager will assume responsibility or nominate a replacement member of staff.**

### **RESPONSIBILITIES OF THE FIRE SAFETY OFFICER**

**The club's Designated Fire Safety Officer is Bret Dunham. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.**

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide, which can be found here:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14899/fsra-5-step-checklist.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf)

The risk assessment should cover:

- Identifying potential fire risks.
- Identifying people at risk.
- Evaluating the risks arising from the hazards identified and the means of minimising those risks.
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff.
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded in the register and a copy stored off premises.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.65, 3.66].*

# ALL ABOARD KIDS CLUB

## FOOD SAFETY POLICY

All Aboard Kids Club is committed to ensuring that safe and healthy practises around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

All Aboard Kids Club follows the guidelines set out in 'Safer Food, Better Business' (FSA).

All staff involved in food handling have received food hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet.
- Using clean, disposable cloths.
- Wearing a clean apron and tying long hair back.
- Using separate chopping boards for different food types (e.g., red for raw meat).
- Not being involved in food preparation if they are unwell.
- Making sure all fruit and vegetables are washed before being served.
- Removing jewellery, especially from hands before preparing food.
- Covering spots or sores with a waterproof dressing.
- Keeping fingernails short, clean, and free from varnish.

### FOOD STORAGE

All foods are stored according to guidance and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded daily as part of our daily environment checks. If it is noted that there are temperature fluctuations that are not explained by simple user error (e.g., leaving the fridge door open), a new fridge will be purchased.

### CLEANING

- The fridge is checked thoroughly on a weekly basis.
- Food is checked for freshness and anything past the use by date will be disposed of.
- Freezers are checked for ice build ups and cleaned once a month.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner, or washed in a dishwasher and then thoroughly rinsed.
- Appropriate controls are implemented to reduce the risk of cross contamination.

This policy was adopted by: All Aboard Kids Club	Date: 02/07/2025
To be reviewed: July 2026	Signed: B.Dunham

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Food and drink [3.56] and Food and drink facilities [3.57].*

# **ALL ABOARD KIDS CLUB HEALTH AND SAFETY POLICY**

**All Aboard Kids Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.**

**The club has appropriate insurance cover, including employer's liability insurance and public liability insurance.**

**Each member of staff follows the club's Health and Safety policy and is responsible for:**

- **Maintaining a safe environment.**
- **Taking reasonable care for the health and safety of themselves and others attending the club.**
- **Reporting all accidents and incidents which have caused injury or damage or may do so in the future.**
- **Undertaking relevant health and safety training when required to do so by the Manager.**

**Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.**

## **RESPONSIBILITIES OF THE REGISTERED PERSON**

**The registered person for the setting holds ultimate responsibility and liability for the safe operation of the club. The registered person will ensure that:**

- **They nominate a Health and Safety Officer. The designated Health and Safety Officer is Bret Dunham.**
- **A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm>).**
- **All staff receive information on health and safety matters and receive training where necessary.**
- **The Health and Safety policy and procedures are reviewed regularly.**
- **Staff understand and follow health and safety procedures.**
- **Resources are provided to meet the club's health and safety responsibilities.**
- **All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.**
- **All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.**

## **SECURITY**

**Children are not allowed to leave the club premises during the session unless prior, written permission has been given by the parents (for example, to attend other extra-curricular activities or for Year 6 children to walk home).**

**During club sessions, all external doors are kept locked, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the session.**

**All visitors to the club must sign the 'Visitor Log' and give the reason for their visit. Visitors will never be left alone with the children.**

**Security procedures will be regularly reviewed by the Manager, in consultation with staff and parents.**

### **TOYS AND EQUIPMENT**

**All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.**

**We ensure that any flammable equipment is stored safely.**

### **FOOD AND PERSONAL HYGIENE**

**Staff at All Aboard Kids Club maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.**

- **A generally clean environment is maintained at all times.**
- **Toilets are cleaned daily, and soap and hand drying facilities are always available.**
- **Staff are trained in food hygiene and follow appropriate guidelines.**
- **Waste is disposed of safely and all bins are kept covered.**
- **Staff ensure that children wash their hands before handling food or drink and after using the toilet.**
- **Cuts and abrasions (whether on children or staff) are kept covered.**

### **DEALING WITH BODILY FLUIDS**

**Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.**

### **STAFFING LEVELS**

**Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.**

### **RESPONSIBILITIES OF THE MANAGER**

**The club's Manager is responsible for ensuring that at each session:**

- **Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.**
- **The premises are used by and solely available to the club during opening hours.**
- **All the club's equipment is safely and securely stored.**
- **Children are only allowed in the kitchen if properly supervised (e.g., for a cooking activity).**
- **A working telephone is available on the premises at all times.**
- **Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.**
- **External pathways are cleared in severe weather.**
- **Daily environment checks are carried out in accordance with our Risk Assessment policy.**

## **RELATED POLICIES**

**Children's Health policy, Emergency Evacuation policy, Healthy Eating policy, Safeguarding policy, Administering Medication policy, Risk Assessment policy, Manual Handling policy, Fire Safety and Risk Assessment policy, Intimate Care policy and Visitor policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.63 – 3.69].***

# **ALL ABOARD KIDS CLUB HEALTHY EATING POLICY**

**All Aboard Kids Club provides healthy, nutritious and balanced food and drinks. Food and drink are safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.**

**Information regarding food allergies is recorded on the 'Dietary Needs and Food Allergies' poster which is visible to staff whilst food is being prepared.**

**Staff responsible for food preparation, handling and storage have received appropriate training.**

**To promote healthy eating and positive eating habits at All Aboard Kids Club, we:**

- Lead by example.**
- Provide suitable healthy snacks for all the children and where appropriate, staff discuss with children the importance of a balanced diet.**
- Allow plenty of time to eat, giving time to encourage and develop good eating skills and table manners.**
- Ensure children are supervised by an adult whilst eating.**
- Ensure fresh drinking water is available at all times**
- Ensure fresh fruit and/or vegetables are available at all after-school club sessions.**
- Involve children in planning and preparing food and snacks, where possible.**
- Avoid providing sweets for children and limit access to fatty or sugary foods.**

**Children are never forced to eat or drink anything against their will and withholding food is never used as a form of punishment.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Food and drink [3.56 – 3.57].***

# **ALL ABOARD KIDS CLUB INTERNET SAFETY POLICY**

**All Aboard Kids Club recognises that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However, it must be used with care to ensure that children are kept safe from exposure to harmful material, in accordance with the EYFS safeguarding and welfare requirements and the Prevent Duty.**

## **PARENTAL PERMISSION**

**Children will only be allowed to access the internet at the club if their parent or carer has given written permission.**

## **GUIDELINES FOR CHILDREN**

**A printed copy of the SMART guidelines is kept next to the computer if the internet is accessible. The following guidelines are explained to any children wishing to access the internet:**

<b>Safe:</b>	<b>Keep safe by not giving out personal information – such as name, email, phone number, address, or school name – to people who you don't trust online.</b>
<b>Meeting:</b>	<b>Never agree to meet anyone you have only met online unless your parent or carer is with you.</b>
<b>Accepting:</b>	<b>Do not accept emails or instant messages, or open files, images, or texts from people you don't know. They can contain viruses or nasty messages.</b>
<b>Reliable:</b>	<b>Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.</b>
<b>Tell:</b>	<b>Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.</b>

## **PROTECTING CHILDREN**

**We have put in place the following safeguards to keep children safe whilst accessing the internet on the club's computers:**

- A risk assessment has been undertaken.**
- Parental controls have been activated on all devices accessible to children:**
  - Google SafeSearch Filtering and YouTube Restricted Mode is set to on.**
  - The school's internet restrictions will apply.**
- The devices are located so that the screens can easily be seen from the rest of the room.**
- Staff keep a close eye on children and the sites that they are accessing when they use the internet.**
- The devices' browser histories are regularly checked to monitor which sites are being accessed. All staff and children are informed of this fact.**

**If, despite the safeguards the club has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the club's computers, the Manager will be informed, and the incident will be noted on an 'Incident Record' and sent directly to the child's parent or carer. The Manager will investigate how to prevent a reoccurrence of the incident.**



If staff at the club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a 'Logging a Concern' form and refer the matter to the club's Designated Safeguarding Lead in accordance with our Safeguarding Children policy.

#### RELATED POLICIES

See also: Safeguarding Children policy, Social Media policy.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding [3.4 – 3.9].*

# **ALL ABOARD KIDS CLUB**

## **INTIMATE CARE POLICY**

**When providing intimate care, we will ensure that the child's safety, dignity and privacy are maintained at all times.**

**'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and menstrual care.**

**For children who have an identified key worker, it is usual for their key worker to support them with their intimate care.**

**Staff at All Aboard Kids Club who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (e.g. health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.**

**Staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:**

- What care is required.**
- Which staff will carry out intimate care tasks.**
- Number of staff members needed to carry out the task (if more than one person is required, reasons will be documented).**
- Additional equipment required.**
- Child's preferred means of communication (e.g. verbal, visual).**
- Child's level of ability, including what tasks they are able to carry out by themselves.**

### **BEST PRACTICE**

**When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can.**

**If a child requires intimate care on a regular basis, it is good practice for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff members providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer.**

**We have policies in place that promote safe recruitment, as well as having sound staff supervision, safeguarding and intimate care procedures; together these ensure that, should a child need consistent care from one member of staff, the child's safety and well-being will not be compromised.**

## **PROTECTING CHILDREN**

Staff are familiar with guidance from Hertfordshire Safeguarding Children Partnership. The club's procedures reflect the guidance in *Working Together to Safeguard Children (2018)* and staff are familiar with the '*What To Do If You're Worried A Child Is Being Abused*' flowchart from this document.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the Manager or the club's Designated Safeguarding Lead immediately. The procedures set out in the Safeguarding Children policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Manager will investigate and record any findings. These will be discussed with the child's parents or carers in order to resolve the issue. If necessary, the Manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Children policy will be followed.

## **DEALING WITH BLOOD AND BODILY FLUIDS**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at All Aboard Kids Club will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.6] and Concerns about children's safety and welfare [3.8], Suitable people [3.10], Health [3.53] and Toilets and intimate hygiene [3.72].*

# **ALL ABOARD KIDS CLUB**

## **INVOLVING PARENTS AND CARERS POLICY**

**At All Aboard Kids Club, we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.**

**We therefore aim to keep parents and carers fully informed of policies, events and activities at the club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the club.**

**We do our best to keep parents informed about the club by:**

- **Inviting parents to visit the club before their children start.**
- **Giving all parents access to our 'Parents and Carers Handbook', which outlines how the club operates and includes contact details.**
- **Notifying the parents of EYFS children who their child's key person is when they start at the club, along with information about the role of their child's key person.**
- **Making all of our policies available at the club for parents to consult whenever they like.**
- **Supporting communication between the parents, school, and the club if the need to share information arises.**
- **Producing a regular newsletter to keep parents up to date with news, events, new staff, changes to fees, etc.**
- **Using a communication book to share information between the parents, school, and the Club (for EYFS children or when a specific need is identified).**

**We actively welcome parents and invite their input into the club in the following ways:**

- **We collect information from parents which will help their child to settle at the club (via the online registration, and for EYFS children, the 'All About Me' booklet).**
- **We involve parents in settling their children in at the club (in accordance with our Child Induction policy).**
- **We consult fully with parents to establish the care requirements for children with additional needs.**
- **We greet all parents when they arrive to collect their children, and exchange any relevant information (e.g. any accidents, participation in today's activities, etc).**
- **We can be contacted, even out of club hours, via telephone until 9.00pm and via email (see our 'Parents' and Carers' Handbook' for contact information).**
- **We conduct an annual satisfaction survey of parents and children at the club to gain regular feedback.**
- **We encourage parents to volunteer, share specialist skills/knowledge etc.**
- **All our staff wear uniforms so that children and parents can easily identify them.**
- **We obtain parental permission for photographs, applying sun cream, using the internet etc.**
- **We can arrange for parental discussions with staff outside of club hours if necessary.**
- **We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Key Person 3.35], Information and recordkeeping [3.78 – 3.83].***

# **ALL ABOARD KIDS CLUB LONE WORKING POLICY**

**At All Aboard Kids Club, the safety and welfare of our staff and the child in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When it is necessary for lone working, we will follow the procedures set out in this policy.**

## **PREPARATION AND PLANNING**

**Before any situation of lone working takes place, we will ensure:**

- **The Manager approves the instances of lone working in advance and such instances will be recorded on the staff rota.**
- **Parents are notified if only one member of staff will be on duty for a session or part of a session.**
- **A full risk assessment is carried out before lone working is approved.**
- **Our insurers have confirmed that our club is covered in situations when only one member of staff is on duty.**
- **The school's Caretaker or Deputy Headteacher will be available to be on site and can be summoned in case of emergencies.**
- **An 'on call' person whom the member of staff can summon in an emergency will be nominated for each session. The 'on call' person must be able to be on site within 10 minutes.**

## **SUITABLE STAFF**

**Staff members who are suitable for lone working will be approved in advance and must have all the relevant qualifications, training, and skills. For example:**

- **Current 12 hour paediatric first aid certificate.**
- **Safeguarding training.**
- **Food handling and hygiene certificate.**
- **Competent use of English.**
- **The necessary skills and experience to supervise the children alone.**
- **No medical condition that might affect their suitability to work alone.**
- **Is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.**

## **WORKING PRACTICES**

**When a member of staff is working alone, they must keep all children "within sight or hearing at all times" as required by EYFS 2021. Therefore, all essential resources must be readily to hand. For example:**

- **The club phone.**
- **Child records.**
- **Emergency contact details and club mobile phone.**
- **First aid kit and sick bowl.**
- **Any forms that may be required during a session, e.g., accident and incident records, logging a concern form, collection by unknown person, visitor log, etc**
- **Cleaning products.**

Times when children are eating must be planned and managed in such a way as to maintain appropriate supervision, when only one member of staff is present. This may mean that additional measures are put in place for arrivals and departures, toileting or other incidences which would usually involve an adult leaving the room.

If intimate care is given, a record will be made using an 'Incident Record', which will be sent directly to the parent or carer.

#### **RELATED POLICIES**

**Safeguarding policy, Emergency Evacuation and Closure policy, Intimate Care policy, Children's Health policy, Risk Assessment policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
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***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.4 – 3.6], Suitable people [3.10], Qualifications, training, support and skills [3.24 – 3.27], First Aid [3.30], Staff:child ratios [3.36-3.37, 3.51], Risk assessment [3.77].***

# ALL ABOARD KIDS CLUB

## MANUAL HANDLING POLICY

Manual handling is one of the major causes of absence through injury in the workplace. At All Aboard Kids Club, we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”, and to the *Manual Handling Operations Regulations 1992 (as amended)*.

### PROCEDURE

To limit the risk of injury from manual handling operations, we will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable.
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider the task, the load, the individual undertaking the task, and the working environment.

The main manual handling hazard at All Aboard Kids Club is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

### EMPLOYEES' DUTIES

It is the responsibility of all staff at All Aboard Kids Club to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Manager any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

### IN SUMMARY

<b>Avoid:</b>	Whenever possible, avoid manual handling situations.
<b>Assess:</b>	If avoidance is not possible, make a proper assessment of the hazard and risks.
<b>Reduce:</b>	Reduce the risk of injury by defining and implementing a safe system of work.
<b>Review:</b>	Review your systems regularly, to monitor the overall effectiveness of the policy.



<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.27].***

# ALL ABOARD KIDS CLUB

## MISSING CHILD POLICY

At All Aboard Kids Club, we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening, staff will carry out periodic head counts, particularly when transporting children between the club and their classrooms.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will search the premises and surrounding area thoroughly.
- After 10 minutes the police will be informed. The Manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will aim to maintain a normal routine for the rest of the children present.
- The Manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the 'Incident Record'. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved, we will also inform Ofsted.

### POLICE

-101  
-999

(Non-emergency)  
(Emergency)

### HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP)

-0300 123 4043

-<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

### OFSTED

-0300 123 1231  
-0300 123 4666  
-enquiries@ofsted.gov.uk  
-Ofsted  
Piccadilly Gate  
Store Street  
M1 2WD

(General Enquiries)  
(Complaints)

This policy was adopted by: All Aboard Kids Club	Date: 02/07/2025
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*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers [3.74].*

# **ALL ABOARD KIDS CLUB MOBILE PHONES, TABLETS AND WEARABLE TECHNOLOGY POLICY**

**All Aboard Kids Club accepts that technology is part of the ever-changing digital environment that we live, and work in. We continue to foster a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones, tablet computers and wearable technology that is understood and adhered to by everyone, including, staff, children and parents.**

**Abiding by the terms of this policy ensures that we all:**

- Protect children from harm and abuse.**
- Ensure privacy is respected and online safety is preserved.**
- Prevent staff from being subject to false allegations.**
- Help staff remain focused on the care of children.**
- Work in an open and transparent environment.**

**With the evolution of mobile phones, tablet computers and wearable technology that have camera functions and sharing capabilities as standard, it is of the upmost importance that technology is managed safely.**

**STAFF USE OF MOBILE PHONES, TABLET COMPUTERS AND WEARABLE TECHNOLOGY**  
**Personal mobile phones belonging to members of staff should be kept in the club’s filing cabinet or storage cupboard during working hours.**

**Only tablet computers that are owned and maintained by All Aboard Kids club are permitted to be used in the setting. These have appropriate safeguards for their use and the use of image taking capabilities.**

**Wearable technology, such as smartwatches and Fitbits, which have the ability to connect to mobile phones to make phone calls, are permitted, but must be disabled during working hours, so that they only function as a watch.**

**If a member of staff needs to make an urgent personal call, they can use the club phone in an area away from the children. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the club’s Manager or Deputy Manager.**

**Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.**

## **CHILDREN’S USE OF MOBILE PHONES**

**Whilst we understand that some children have mobile phones, tablet computers and wearable technology, they are not permitted to use them within the club. If a child wants a photograph of a particular activity, they can ask a member of staff to take one using the club’s camera or iPad.**

Phones can be given to staff to store in the club's filing cabinet; however, the club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

#### **VISITORS' USE OF MOBILE PHONES**

In the interest of safeguarding, we ask all parents and visitors not to use their phones or other mobile devices on club premises.

Taking of photographs by parents or visitors is strictly prohibited. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the club's camera or iPad.

#### **RELATED POLICIES**

Safeguarding Children policy.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.7].*

# ALL ABOARD KIDS CLUB NO PLATFORM POLICY

All Aboard Kids Club is committed to providing a safe and caring environment, where children are free from discrimination and protected from abuse, harm and radicalisation. As part of this commitment, we aim to ensure that neither our club sessions nor our premises are used to promote extremist beliefs or discriminatory views.

## KEY PRINCIPLES

All Aboard Kids Club will not allow its club sessions nor its premises to be used:

- To promote or express extremist ideological, religious or political views.
- To promote or express discriminatory views in relation to the protected characteristics cited in the Equality Act 2010.
- For any reason by an organisation that is proscribed by the Home Secretary under The Terrorism Act 2000.

## DEFINITION OF TERMS

<b>Premises:</b>	The rooms used by the club while it is running a session.
<b>Extremist views:</b>	Extremism is defined in the Prevent Strategy as “vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of the armed forces, whether in this country or overseas”.
<b>Protected characteristics:</b>	The characteristics protected under The Equality Act 2010 are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, and belief, sex and sexual orientation.
<b>Proscribed organisations:</b>	A list of proscribed organisations can be downloaded here: <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations-2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations-2</a> .

## RELATED POLICIES

Equalities policy, Safeguarding policy

This policy was adopted by: All Aboard Kids Club	Date: 02/07/2025
To be reviewed: July 2026	Signed: B.Dunham

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): [3.3], [3.7], [3.8] and [3.9].*

# **ALL ABOARD KIDS CLUB PARTICIPATION POLICY**

**At All Aboard Kids Club, we believe that actively promoting the participation of children in the decision-making process creates a sense of partnership and benefits everyone at the club, including parents, staff and children. We therefore involve the children whenever decisions are made that affect them.**

**We follow the principles set out in Articles 12 and 13 of the *United Nations Convention on the Rights of the Child* which state that:**

- **A child's opinion should be taken into account in anything that affects them.**
- **Children should have information disseminated in a way that enables them to make choices and decisions.**

**Involving and consulting children helps them to develop new skills such as negotiation, sharing, and understanding the perspectives of others. It helps them to understand how decisions are made and shows them that their opinions are important. At the club we actively consult the children and encourage them to participate in making decisions about the running of the club through:**

- **Asking questions and paying full attention to the child's response, listening to what they are saying verbally (or through use of visual aids) and observing their body language.**
- **Involving children to plan activities.**
- **Group discussions.**
- **Regular questionnaires.**
- **Gathering feedback on activities.**
- **Noticeboards or display folders.**

**The age and maturity of each child, together with the type of the decision being made, determine the extent and nature of their involvement, however, the basic assumption is always that children will be involved.**

**We make sure that we act on any consultation with the children so that they can see that their input has had visible outcomes. If children suspect that the consultation is just window-dressing they will disengage from the process.**

**At the club the children have the opportunity to participate and make decisions on a day-to-day basis, including, but not limited to:**

- **Choosing freely what type of play to engage in.**
- **Choosing what snacks to eat, as well as when to eat them within the snack time.**
- **Preparing snacks themselves.**
- **Selecting new equipment for the club.**
- **Using our resource library, the 'Choosing Book' to select toys or activities that are not already set out.**
- **Using our 'Ideas Book' to request new resources.**
- **Using our 'Planning Book' to give ideas for activities.**
- **Conducting risk assessments.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Introduction [3.1 – 3.3].***

# **ALL ABOARD KIDS CLUB PLAY POLICY**

**All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.**

**According to the *Statutory Framework for the Early Years Foundation Stage (2021)*, “Play is essential for children’s development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play and by taking part in play which is guided by adults.”**

**At All Aboard Kids Club, we recognise the importance of play to a child’s development and follow the Playwork Principles. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play; we will allow children to initiate and direct the experience for themselves.**

## **FACILITATING PLAY**

**We support and facilitate play by:**

- **Providing an environment which is safe and suitable for playing in.**
- **Setting up the club so that activities are ready before the children arrive.**
- **Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered.**
- **Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why.**
- **Not expecting children to be occupied at all times.**
- **Making outdoor play available every day, unless the weather is particularly bad.**
- **Involving children in planning activities, to reflect their own interests and ideas.**
- **Planning activities that enable children to develop their natural curiosity and imagination.**
- **Allowing children freedom of creative expression, particularly in artistic or creative play.**
- **Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills.**
- **Warning children in advance when an activity or game is due to end.**

## **PLAY AREAS AND EQUIPMENT**

- **All indoor and outdoor play areas are checked daily before the children arrive in accordance with our Risk Assessment policy.**
- **The club keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.**
- **Children are involved in selecting additional equipment and resources for use at the club.**
- **The resources used at the club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our Equalities policy.**
- **The club has a selection of fiction and non-fiction books, suitable for all age ranges.**



<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Learning and Development requirements {1.16}, Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment [3.67 – 3.69].***

# **ALL ABOARD KIDS CLUB RISK ASSESSMENT POLICY**

**All Aboard Kids Club uses its risk assessment systems to ensure that the club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.**

**In line with current health and safety legislation and the *Statutory Framework for the Early Years Foundation Stage*, the club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Manager to ensure that risk assessments are conducted, monitored and acted upon.**

**Risk assessments will be carried out:**

- **Whenever there is any change to equipment or resources.**
- **When there is any change to the club's premises.**
- **When the particular needs of a child necessitate this.**

**Not all risk assessments need to be written down. Staff will decide, in consultation with the Manager, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.**

**If changes are required to the club's policies or procedures as a result of the risk assessment, the Manager will update the relevant documents and inform all staff.**

## **DAILY CHECKS**

**Before the children arrive at the club each day, we will complete a daily environment check to ensure that hazards are removed, and repairs are implemented in a timely manner. During the course of the session, staff will remain alert to any potential risks to health and safety.**

**If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the Manager. The Manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.**

## **RECORDING DANGEROUS EVENTS**

**The Manager will record all accidents and dangerous events on an 'Incident Record' or 'Accident Record' as soon as possible after the incident. If the incident affected a child, the record will be kept on the child's file. The club will monitor 'Incident Records' and 'Accident Records' to see whether any pattern to the occurrences can be identified.**

## **RELATED POLICIES**

**Fire Safety and Risk Assessment policy, Risk Assessment policy, Health and Safety policy and Manual Handling policy**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding & Welfare Requirements: Risk Assessment [3.77].***

# **ALL ABOARD KIDS CLUB SAFE RECRUITMENT POLICY**

**All Aboard Kids Club uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.**

## **ADVERTISING THE VACANCY**

**We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.**

## **INITIAL ENQUIRY**

**Upon enquiring about a vacancy, we will send potential candidates:**

- **A job description.**
- **A person specification.**
- **An application form.**
- **A copy of the club's Safeguarding Children policy.**

**The application form includes:**

- **Instructions that the application form must be completed by hand.**
- **A declaration that all information is correct.**
- **A section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children.**
- **A request for the contact details of two referees one of which should be the last employer (if this is the candidate's first job, their course tutor is a suitable alternative).**

**All applicants must submit a hand-written application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.**

## **SELF-DISCLOSURE FORM**

**Using a self-disclosure form, applicants have the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations, or disciplinary sanctions they have on their record.**

**All Aboard Kids Club is only able to request information that we are entitled to know about as a potential employer. By using a self-disclosure form, we ensure that we only receive information that we need to make a decision about suitability. We recognise that self-disclosure forms contain sensitive and confidential information.**

**Forms should be submitted in a separate, sealed envelope, marked 'Confidential' and will be opened for candidates successful at interview. The self-disclosure form does not replace the need for an enhanced criminal record check, which should always be carried out as necessary for the role.**

## **INTERVIEW PROCEDURE**

**We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the interview:**

- **Proof of identity, e.g. passport, driving licence or birth certificate.**
- **Proof of address, e.g. recent utility bill (not mobile phone) or bank statement.**
- **Proof of qualifications, i.e. the relevant certificates.**
- **For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act).**

**All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.**

**When we have interviewed and observed all candidates, we will make our final selection.**

## **APPOINTING A NEW MEMBER OF STAFF**

**When we have selected the successful candidate, we will:**

- **Send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.**
- **Contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.**
- **Initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online.**
- **Ask the candidate to complete a health questionnaire.**
- **Notify any unsuccessful interviewees.**

**We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.**

**When a new member of staff starts work at All Aboard Kids Club, we will give them our Terms and Conditions, and get them to sign their contract. We will also give them a copy of the club's policies, and ensure that they sign a 'Policy Confirmation' form to confirm that they have read and understood them. Copies of these will be kept on file.**

**We will conduct a full induction and orientation programme with all new members of staff as set out in our Staff Induction policy.**

## **DISQUALIFICATION**

**We cannot employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified during their employment with us, we will terminate their employment and notify Ofsted, and make a referral to the Vetting and Barring Scheme.**

## **DBS CHECKS**

**We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information.**

**If candidates have subscribed to the DBS Update Service, we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them. Additional criminal records checks will be made for anyone who has lived abroad.**

**New staff will only be allowed to work unsupervised with children when we have had full sight of a satisfactory DBS certificate for them. If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until we have seen and reviewed their DBS certificate.**

**When we appoint a member of staff, we will keep a record of the date and number of their DBS disclosure on our 'Central DBS Record'. We will update the DBS checks for all staff every 3 years.**

## **DBS CHECKS WITH ANY RECORDED INFORMATION**

**If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, the Manager will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>**

**The Manager may seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualifiable offences.**

**If the candidate's offences disqualify them from working with children, the offer of employment will be withdrawn.**

**If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the club, the Manager may choose to seek further advice (e.g., from UNLOCK or NACRO) to help inform their decision.**

**Where the offences are more minor and where children are unlikely to be at risk of harm, the Club will decide on a case-by-case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicant's attitude to their offences, and whether they would act differently now.**

**In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.**

## **IMMIGRATION STATUS**

The management is aware of Asylum and Immigration Act requirements and will check the eligibility of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

## **EQUALITY ACT 2010**

At all points during the recruitment process, All Aboard Kids Club will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc.

## **RELATED POLICIES**

### **Safeguarding policy**

## **HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP)**

-0300 123 4043

-<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

## **LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

-01992 555420

## **ANTI-TERRORIST HOTLINE**

-0800 789 321

## **PREVENTING EXTERMISM HELPLINE**

-02073 407 264

-[counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)

## **POLICE**

-101

(Non-emergency)

-999

(Emergency)

## **NSPCC**

-0808 800 500

## **OFSTED**

-0300 123 1231

(General Enquiries)

-0300 123 4666

(Complaints)

-[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

-Ofsted

Piccadilly Gate

Store Street

M1 2WD

## **NACRO**

-<https://www.nacro.org.uk/>

## **UNLOCK**

-<http://recruit.unlock.org.uk/>

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Suitable people [3.10 - 3.21].***



# **ALL ABOARD KIDS CLUB SAFEGUARDING POLICY**

**All Aboard Kids Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.**

**The club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Our team exercise professional curiosity to help identify early signs of abuse, neglect and exploitation, and act in early cases where children might need our help or protection. The club's child protection procedures comply with all relevant legislation and with guidance issued by HSCP.**

**The club's Designated Safeguarding Lead (DSL) is Bret Dunham, who is always available while the club is in session. The DSL coordinates child protection issues and liaises with external agencies (e.g., Social Care, HSCP and Ofsted).**

**Safeguarding, and promoting the welfare of children, is defined as:**

- **Providing support to meet the needs of children as soon as problems emerge.**
- **Protecting children from maltreatment, whether that is within or outside the home, including online.**
- **Preventing the impairment of children's mental and physical health and development.**
- **Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.**
- **Taking action to enable all children to have the best outcomes.**

**At All Aboard Kids Club, all staff are aware of the indicators of abuse and neglect, and that children might be at risk of harm inside and outside of their time in our club, inside and outside of their home, and whilst online. They are also aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events, and that in most cases issues will overlap.**

**All staff, but especially the designated safeguarding (DSL) consider whether children are at risk of abuse or exploitation in situations outside of their home extrafamilial harms take a variety of different forms and children can be vulnerable to multiple harms, including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.**

**All staff at All Aboard Kids Club are aware that technology is a significant component in many safeguarding well-being issues, and that there are risks for children online as well as face-to-face, which can take place concurrently. The team is also aware of the potential for online platforms to be used by children to send abusive, harassing and misogynistic/misandrist messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they will always speak to the DSL**

## **CHILD ABUSE, NEGLECT AND EXPLOITATION**

**Child abuse, neglect and exploitation is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Some forms of child abuse, neglect and exploitation are listed below.**

<b>Emotional abuse:</b>	<b>Persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</b>
<b>Physical abuse:</b>	<b>Hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.</b>
<b>Sexual abuse:</b>	<b>Forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.</b>
<b>Neglect:</b>	<b>Persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing, and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.</b>

## **SIGNS OF CHILD ABUSE AND NEGLECT**

**Signs of possible abuse and neglect may include:**

- **Significant changes in a child's behaviour.**
- **Deterioration in a child's general well-being.**
- **Unexplained bruising or marks.**
- **Comments made by a child which give cause for concern.**
- **Reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse.**
- **Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.**

## **IF ABUSE IS SUSPECTED OR DISCLOSED**

**When a child makes a disclosure to a staff member, that member of staff will:**

- **Reassure the child that they were not to blame and were right to speak out.**
- **Listen to the child but not question them.**
- **Give reassurance that the staff member will take action.**
- **Record the incident as soon as possible (see 'Logging a Concern' below).**

**If a member of staff witnesses or suspects abuse, they will record the matter before leaving, using the 'Logging a Concern' form. If a third-party express concern that a child is being abused, we will encourage them to contact Social Care directly. If they do not do so, we will explain that the club is obliged to, and the incident will be logged accordingly.**

## **FEMALE GENITAL MUTILATION (FGM)**

**FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.**

## **IF FGM IS SUSPECTED OR DISCLOSED**

**We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly.**

## **CHILD-ON-CHILD ABUSE**

**Children are vulnerable to abuse by other children. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.**

**Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:**

- **Sexual activity (in primary school-aged children) of any kind, including sexting.**
- **One of the children is significantly more dominant than the other (e.g. much older).**
- **One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength).**
- **There has been some use of threats, bribes or coercion to ensure compliance or secrecy.**

**If child-on-child abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.**

## **EXTREMISM AND RADICALISATION**

**All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, for example:**

- **Feeling alienated or alone.**
- **Seeking a sense of identity or individuality.**
- **Suffering from mental health issues such as depression.**
- **Desire for adventure or wanting to be part of a larger cause.**
- **Associating with others who hold extremist beliefs.**

## **SIGNS OF RADICALISATION**

**Signs that a child might be at risk of radicalisation include:**

- **Changes in behaviour, for example becoming withdrawn or aggressive.**
- **Claiming that terrorist attacks and violence are justified.**
- **Viewing violent extremist material online.**
- **Possessing or sharing violent extremist material.**

**If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a 'Logging a Concern' form and refer the matter to the DSL.**

## **LOGGING A CONCERN**

**All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the 'Logging a Concern' form as soon as possible after the event. The record should include:**

- **Date of the disclosure, or the incident, or the observation causing concern.**
- **Date and time at which the record was made.**
- **Name and date of birth of the child involved.**
- **A factual report of what happened. If recording a disclosure, you must use the child's own words.**
- **Name, signature and job title of the person making the record.**

**The record will be given to the club's DSL who will decide on the appropriate course of action.**

**For concerns about child abuse, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care themselves.**

**For minor concerns regarding radicalisation, the DSL will contact Hertfordshire Safeguarding Children Partnership (HSCP). For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.**

## **PROMOTING AWARENESS AMONG STAFF**

**The club promotes awareness of child abuse and the risk of radicalisation through its staff training. The club ensures that:**

- **The DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty and is aware of the Channel Programme and how to access it.**
- **Designated Safeguarding Lead training is refreshed every three years.**
- **Safe recruitment practices are followed for all new staff.**
- **All staff have a copy of this Safeguarding policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation.**
- **All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation.**
- **All staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings.**
- **All staff receive basic training in Prevent Duty.**
- **Staff are familiar with the Safeguarding File which is kept in the club's filing cabinet.**
- **The club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.**

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

**Photographs will only be taken of children with their parents' permission. Only the club iPad will be used to take photographs of children at the club. Neither staff nor children nor visitors may use their mobile phones, tablet computers or wearable technology to take photographs at the club. For more details see our Mobile Phones, Tablets and Wearable Technology policy.**

## **ALLEGATIONS AGAINST STAFF**

**If anyone makes an allegation of child abuse against a member of staff:**

- The allegation will be recorded on an 'Incident Record' form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate, the club will make a referral about the member of staff to the Disclosure and Barring Service.

## **HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP)**

**-0300 123 4043**

**-<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>**

## **LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

**-01992 555420**

## **ANTI-TERRORIST HOTLINE**

**-0800 789 321**

## **PREVENTING EXTERMISM HELPLINE**

**-02073 407 264**

**-[counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)**

## **POLICE**

**-101**

**(Non-emergency)**

**-999**

**(Emergency)**

## **NSPCC**

**0808 800 500**

## **OFSTED**

**-0300 123 1231**

**(General Enquiries)**

**-0300 123 4666**

**(Complaints)**

**-[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

**-Ofsted**

**Piccadilly Gate**

**Store Street**

**M1 2WD**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6] and Suitable People [3.8-3.15] Safeguarding training [3.24- 3.25].***

# **ALL ABOARD KIDS CLUB SMOKING, ALCOHOL AND DRUGS POLICY**

## **SMOKING**

**Smoking is not permitted anywhere on the premises of All Aboard Kids club, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.**

**If we discover that a child has cigarettes in their possession while at the club, we will confiscate the cigarettes and notify their parent or carer at the end of the session.**

## **ALCOHOL**

**Anyone who arrives at the club clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.**

**If we discover that a child has alcohol in their possession while at the club, we will confiscate it and notify their parent or carer at the end of the session.**

**Staff must not bring alcohol onto the club's premises.**

## **DRUGS AND MEDICATION**

**Anyone who arrives at the club clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.**

**If we discover that a child has illegal drugs in their possession while at the club, we will inform their parent or carer.**

**If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the Manager as soon as possible and seek medical advice. The Manager will then complete a risk assessment.**

**Staff must only work directly with if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be stored securely and out of reach of children at all times.**

## **SAFEGUARDING CHILDREN**

**All members of staff have a duty to inform the club Manager and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due to them being under the influence of alcohol or illegal drugs when they drop off or collect their child. The Manager and DSL will decide upon the appropriate course of action.**

**If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary, the police will be called.**

## **RELATED POLICIES**

**Staff Disciplinary policy, Safeguarding policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: smoking and vaping [3.23], Disqualification [3.22].***



# ALL ABOARD KIDS CLUB

## SOCIAL MEDIA POLICY

All Aboard Kids Club recognises that many staff enjoy networking with friends and family via social media. However, we have to balance this against our duty to maintain the confidentiality of children and parents attending our club, as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for our club both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as: Twitter, Facebook, YouTube, Tumblr, Instagram, TikTok, Snapchat, personal blogs, personal websites, comments posted on third-party blogs or websites and online forums.

### SOCIAL MEDIA RULES

When using social media sites, staff must not:

- Post anything that could damage our club's reputation.
- Post anything that could offend other members of staff, parents or children using our club.
- Publish any photographs or materials that could identify the children or our club.
- Accept invitations from parents to connect via social media (e.g. friend requests on Facebook) unless they already know the parent in a private capacity.
- Discuss with parents any issues relating to their child or our club. Instead, invite the parent to raise the issue when they are next at the club, or to contact the Manager if the matter is more urgent.

Any member of staff who posts content or comments that breach confidentiality, or which could harm the reputation of our club or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our Staff Disciplinary policy.

### GENERAL CAUTIONS FOR USING SOCIAL MEDIA

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever. Google never forgets!

### RELATED POLICIES

See also: Mobile Phones, Tablets and Wearable Technology policy, Data Protection policy, Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: All Aboard Kids Club	Date: 02/07/2025
To be reviewed: July 2026	Signed: B. Dunham

# **ALL ABOARD KIDS CLUB STAFF BEHAVIOUR POLICY**

**All Aboard Kids Club expects all members of staff to follow our Staff Behaviour policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct.**

**Club staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.**

**Club staff also have a responsibility to maintain their reputation and the reputation of the club, both during and outside of working hours.**

## **BEHAVIOUR**

**Our staff members are ambassadors for All Aboard Kids Club, and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the club (children, parents/carers and visitors) courteously and with respect.**

**We expect staff to value all the children as individuals and to comply with the club's Equalities policy at all times.**

**Swearing and abusive behaviour are not tolerated from anyone at the club. If any member of staff exhibits such behaviour, they will be subject to the club's disciplinary procedures.**

**For more details see our Aggressive Behaviour policy and Staff Disciplinary policy.**

## **DRESS CODE**

**Whilst working at All Aboard Kids Club, staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, considering comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.**

**Whilst on duty, all staff should always wear the approved club fleece or t-shirt.**

## **CONFIDENTIALITY AND SOCIAL MEDIA**

**Staff must not pass on any information about children attending the club, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the club, the press, etc.)**

**Posting any material relating to the club or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff member who breaches this rule will face disciplinary action.**

## **USE OF MOBILE PHONES AND OTHER TECHNOLOGY**

Personal mobile phones belonging to members of staff should be kept in the club's filing cabinet or storage cupboard during working hours.

If a member of staff needs to make an urgent personal call, they can use the club phone in an area away from the children. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the club's Manager or Deputy Manager.

Only tablet computers that are owned and maintained by All Aboard Kids club are permitted to be used in the setting. These have appropriate safeguards for their use and the use of image taking capabilities.

Wearable technology, such as smartwatches and Fitbits, which have the ability to connect to mobile phones to make phone calls, are permitted, but must be disabled during working hours, so that they only function as a watch.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

## **SMOKING, ALCOHOL AND DRUGS**

Staff are not permitted to smoke anywhere on the club premises, including the outside play areas. This includes Vaping and E-cigarettes.

Staff are not permitted to bring alcohol or illegal drugs onto the club premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately, and disciplinary action will be taken.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the Manager as soon as possible and seek medical advice. The Manager will then complete a risk assessment.

Staff must only work directly with if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be stored securely and out of reach of children at all times.

## **STAFF CONDUCT AND SUITABILITY**

Staff are expected to maintain high standards of behaviour, and are expected to disclose any convictions, cautions, reprimands, warnings or other incidences that may affect their suitability to work with children. This is an ongoing commitment and expectation among staff who are required to complete an annual declaration of continued suitability.

Low level concerns will be dealt with through supervision procedures with an immediate Line Manager. Allegations about staff conduct will be handled in line with our Staff Disciplinary policy.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with the Whistleblowing policy.

## **GROSS MISCONDUCT**

**Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:**

- **Child abuse.**
- **Failing to comply with health and safety requirements.**
- **Physical violence.**
- **Ignoring a direct instruction given by the Manager.**
- **Persistent bullying, sexual or racial harassment.**
- **Being unfit for work through alcohol or illegal drug use.**
- **Theft, fraud or falsification of documents.**
- **Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.**

**The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our Staff Disciplinary policy.**

**See our Data Protection policy, Social Media policy, Smoking, Alcohol and Drugs policy, Safeguarding policy, Mobile Phones, Tablets and Wearable Technology policy and Staff Disciplinary policy for more details.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Introduction [3.3], Suitable people [3.10, 3.14, 3.16] Staff taking medication or other substances [3.22].***

# **ALL ABOARD KIDS CLUB STAFF DISCIPLINARY POLICY**

**All Aboard Kids Club aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect, we will follow the procedure set out below.**

**Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.**

**Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask questions and answer allegations. They also have the right to be accompanied by a colleague or union representative to disciplinary meetings.**

## **MINOR OFFENCES**

**The Manager will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.**

## **FORMAL DISCIPLINARY PROCEDURE**

**The stages of the formal disciplinary procedure are:**

- 1. Formal verbal warning.**
- 2. First written warning.**
- 3. Second written warning.**
- 4. Dismissal.**

**Disciplinary meetings: For each stage of the procedure, the Manager will hold a disciplinary meeting with the member of staff to explore the misconduct or performance issue, and, if still applicable following the discussion at the meeting, will then issue the appropriate type of warning (or dismissal notice).**

**Before the meeting: Before each disciplinary meeting the Manager will write to inform the member of staff of the date and purpose of the meeting, of the specific disciplinary issue to be discussed, and of their right to be accompanied by a colleague or union representative.**

**After the meeting: Following each disciplinary meeting, the Manager will write to the member of staff to confirm:**

- That a verbal, first written or final written warning has been issued (depending on the stage of the disciplinary process).**
- What the warning was for.**
- The improvement in conduct or performance that is expected and the timescale it is expected within.**
- The consequences of further misconduct or lack of performance.**
- How long the warning will be kept on file.**
- How they can appeal against the decision.**

**Keeping notes of warnings:** Notes of warnings will be kept in the staff member's personnel file as follows:

- **Formal verbal warning:** A note of the warning will be kept on file but will be disregarded after six months if their performance or conduct is satisfactory.
- **First written warning:** A copy of the warning will be kept on file but will be disregarded after 12 months if their performance or conduct is satisfactory.
- **Final written warning:** A copy of the final written warning will be kept on file but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

## **DISMISSAL**

If, during the period of the final written warning, there is a further breach of club rules, or if the member of staff's performance has still not improved, dismissal will normally result. The organisation of the final disciplinary meeting at which this decision is made is the same as described above for the earlier disciplinary meetings.

Immediately after the final disciplinary meeting the Manager will write to the member of staff to confirm:

- That at the disciplinary meeting it was decided that their conduct/performance was still unsatisfactory and that they will be dismissed.
- Why they are being dismissed.
- When their last day of service will be.
- How they can appeal against the decision.

If the decision was taken not to dismiss the member of staff, this must also be confirmed in writing.

Advice will be taken from an HR professional before reaching the dismissal stage.

## **GROSS MISCONDUCT**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:

- Child abuse.
- Failing to comply with health and safety requirements.
- Physical violence.
- Ignoring a direct instruction given by the Manager.
- Persistent bullying, sexual or racial harassment.
- Being unfit for work through alcohol or illegal drug use.
- Theft, fraud or falsification of documents.
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made.

## **REFERRAL TO DISCLOSURE AND BARRING SERVICE**

If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm, we will make a referral to the Disclosure and Barring Service.

## **NOTIFICATION TO OFSTED**

The club will notify Ofsted if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability. Note that a member of staff could become disqualified through the actions of a partner or housemate.

## **APPEALS**

A member of staff wishing to appeal against a disciplinary decision must do so in writing, stating the grounds for the appeal, and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. The member of staff has the right to be accompanied to the appeal hearing.

Where possible, the registered person, or a senior member of staff who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision. Within ten working days of the appeal hearing, the registered person, or senior member of staff will inform the member of staff in writing of the outcome of the appeal hearing.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Suitable people [3.10 - 3.16] and Disqualification [3.17-3.21] and Staff qualifications, training, support and skills [3.24 and 3.27], Supervision of staff [3.28 and 3.29].*

# **ALL ABOARD KIDS CLUB STAFF GRIEVANCE POLICY**

**At All Aboard Kids Club, we aim to have a team of well-motivated, highly skilled and professional staff. However, there may be times when a member of staff has issues or concerns about their working conditions or other aspects of their employment at the club. When such issues arise, we encourage staff to discuss them with the Manager as soon as possible so that they can be quickly resolved. Grievances left unaired lead to unmotivated staff and a poor working environment.**

**All members of staff have the right to raise a grievance about issues that arise from their work within the club and affect them as an individual and should follow the procedures set out in this policy.**

**If the concerns relate to safeguarding issues, the staff member should follow the procedure set out in our Safeguarding policy. If the concerns relate to malpractice or wrongdoing with regards to the running of the club, the staff member should follow the procedure set out in our Whistleblowing policy.**

## **STAGE 1: INFORMAL GRIEVANCE PROCEDURE**

**In the first instance the member of staff should raise the issue with the Manager. If the grievance is a relatively minor one, the Manager will try to resolve the matter through informal discussions.**

## **STAGE 2: FORMAL GRIEVANCE PROCEDURE**

**Grievance statement: If the informal discussion does not resolve the grievance to the satisfaction of the member of staff, the next step is to write advising the Manager that they intend to invoke the formal grievance procedure. The written notification should include the following details:**

- A statement that the staff member is invoking the formal grievance procedure.**
- The nature of the grievance, giving the background to the issue, any relevant facts (including dates) and the names of any other parties involved.**
- Any steps that have been taken on an informal basis to address the concerns.**
- The staff member's opinion on what their desired outcome would be.**

**The member of staff can have a representative submit the grievance on their behalf if they wish.**

**Grievance meeting: Within five working days of receiving the grievance, the Manager will reply in writing, acknowledging receipt and inviting the staff member to attend a formal grievance meeting. The meeting will normally take place within ten working days of receipt of the written grievance.**

**The member of staff has the right to be accompanied at the meeting by a work colleague or a union representative. The club will be represented by the Manager or registered person.**

**The purpose of the meeting is to hear the full facts of the situation, and to attempt to resolve the grievance in a mutually acceptable manner. If necessary, a second meeting may need to be arranged in order to gather more evidence.**



**Outcome:** The Manager or registered person will determine the outcome of the grievance. They may reject the grievance or may uphold the complaint and identify what steps will be taken to resolve it.

Within ten working days of the grievance meeting, the Manager or registered person will inform the member of staff in writing of the outcome of the grievance, including the reasons for the decision and, where appropriate, details of any steps taken or further actions required to address their concerns, as well as their right to appeal.

**Appeals:** If the member of staff feels that their grievance has not been satisfactorily resolved, they may appeal in writing within five working days, stating their grounds for appeal. The appeal will normally take place within ten working days of receiving the written request for an appeal. Where possible, the registered person or a senior member of staff who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision.

The member of staff has the right to be accompanied to the appeal hearing by a colleague or a union representative.

Within ten working days of the appeal hearing, the registered person or senior member of staff will inform the member of staff in writing of the outcome of the appeal hearing.

The member of staff will also be advised of their right to seek advice from ACAS, other professionals and their trade union if they are not satisfied with the outcome of the grievance meeting or the appeal hearing.

#### **OVERLAPPING GRIEVANCE AND DISCIPLINARY CASES**

If a member of staff raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, if the grievance and disciplinary cases are related the Manager or registered person may choose to deal with both issues in parallel.

#### **FALSE OR REPEATED GRIEVANCES**

If a member of staff raises a grievance that, through investigation, proves to be malicious they may find themselves subject to disciplinary action.

A member of staff cannot raise the same grievance within 12 months of the resolution, outcome or withdrawal of the original grievance.

#### **RELATED POLICIES**

See also our Safeguarding policy, Whistleblowing policy, Staff Disciplinary policy.

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<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.24 and 3.27], Supervision of Staff [3.28 and 3.29].*

# **ALL ABOARD KIDS CLUB**

## **STAFF INDUCTION AND DEVELOPMENT POLICY**

Each new member of staff at All Aboard Kids Club receives a copy of all of the club's policies and procedures. Within the first half term of their employment, the Manager will discuss the practical implications of the club's policies and procedures with them. The new staff member will sign the 'Policy Confirmation' form to confirm that they have read and understood the club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers.
- Tour of the premises including identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the classrooms to the club etc, and identification of any known hazards.
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Location of club records and documentation, storage, toilets etc.
- Overview of all aspects of the day-to-day management and running of the club.
- Explanation of the club's obligation to comply with the Early Years Foundation Stage (EYFS).
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

### **DEVELOPMENT AND TRAINING**

To ensure that staff development needs are being met, and that staff training, and qualifications are meeting the requirements of the club and the EYFS, we provide all our staff with:

- A thorough induction process.
- A system of regular appraisals and reviews.
- Opportunities for training and professional development.

We also keep an up-to-date record of staff qualifications and maintain a training development plan.

### **APPRAISALS AND REVIEWS**

The Manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The Manager will hold termly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

### **TRAINING**

The Manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and play work issues up to date. Staff are expected to attend training courses as and when requested by their Manager.

## **STAFF MEETINGS**

**Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every term.**

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<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.24 and 3.27], Supervision of Staff [3.28 and 3.29].***

# **ALL ABOARD KIDS CLUB**

## **SUSPENSIONS AND EXCLUDING CHILDREN POLICY**

**All Aboard Kids Club will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.**

**We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Children's Behaviour policy.**

**Where a child persistently behaves inappropriately, we will implement the following procedure:**

- Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.**
- Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.**
- Details of formal warnings, suspensions and exclusions will be recorded on an 'Incident Record' and kept in the child's records.**
- The formal warning will be discussed with the child's parents, and all staff will be notified.**

**Staff will inform the Manager if a child's behaviour warrants suspension or exclusion.**

**We will only suspend or exclude a child from the club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.**

**Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies; this may include accessing funding for additional support.**

### **TEMPORARY SUSPENSIONS**

**Temporary suspensions will be applied in the following situations:**

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.**
- In the event of an extremely serious or dangerous incident, we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the Manager's agreement.**

**The club may temporarily suspend the child for a period of up to 15 consecutive days. If the club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour.**

**At the end of the suspension period, the Manager will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the club.**

## **PERMANENT EXCLUSION**

**In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.**

**If a child is excluded from the club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the Manager against the exclusion within 14 days of receiving written notification of the exclusion.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Supporting and understanding children's behaviour [3.59].***

# **ALL ABOARD KIDS CLUB UNCOLLECTED CHILDREN POLICY**

All Aboard Kids Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

## **UP TO 15 MINUTES LATE**

- When the parent or carer arrives, they will be reminded that they must call the club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (except in exceptional circumstances).

## **OVER 15 MINUTES LATE**

- If a parent or carer is more than 15 minutes late in collecting their child, the Manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the club immediately. The Manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by a member of staff.
- When the parent or carer arrives, they will be reminded that they must call the club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

## **OVER 30 MINUTES LATE**

- If the Manager has been unable to contact the child's parents or carers after 30 minutes, the Manager will contact the local Social Care team for advice.
- The child will remain in the care of the club's staff, on the club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the club's premises, a note will be left on the door of the club informing the child's parent or carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

## **MANAGING PERSISTENT LATENESS**

The Manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may lose their place at the club.

## **HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP)**

-0300 123 4043

-<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

## **RELATED POLICIES**

Admissions and Fees policy.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
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***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and Record Keeping [3.78], Information for Parents and Carers [3.83].***

# ALL ABOARD KIDS CLUB

## VISITORS POLICY

All Aboard Kids Club is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club, we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club.

Accordingly, when a visitor arrives at the club, we will follow the procedure set out below:

- All visitors to the club must sign the 'Visitor Log'.
- The identity of the visitor will be checked, and this will be recorded on the 'Visitor Log'.
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, e.g. Ofsted, Local Authority, Environmental Health Department, etc, for further confirmation. If this is not possible, staff will seek the advice of the club's Manager.
- The reason for visit will be recorded.
- Visitors will never be left alone or unsupervised with the children.
- If a visitor has no reason to be on the club's premises staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an 'Incident Record' will be completed, and the Manager will be immediately notified.
- When a visitor leaves the premises, we will record the time of departure on the 'Visitor Log'.

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.73].*



# **ALL ABOARD KIDS CLUB WHISTLEBLOWING POLICY**

All Aboard Kids Club is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the club, they can disclose this information internally without fear of reprisal. Our Whistleblowing policy is intended to cover concerns such as:

- Financial malpractice or fraud.
- Failure to comply with a legal obligation.
- Dangers to health and safety or the environment.
- Criminal activity.
- Improper conduct or unethical behaviour.

This policy should not be used to question business decisions made by the club, or to raise any matters that are covered under other policies (e.g. discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the Safeguarding Children policy. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the Staff Grievance policy.

## **RAISING A CONCERN**

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the club's Manager. If they are unwilling or unable to act on the concern, the staff member should then raise it with the Local Authority Designated Officer or Hertfordshire Safeguarding Children Partnership (if it concerns a child protection issue and is not already covered by the procedure set out in the club's Safeguarding Children policy).

You should additionally notify:

- Ofsted (if it concerns the safe and effective running of the club).
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

## **RESPONDING TO A CONCERN**

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible. However, if this is not possible, a date will be given by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the

investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

#### **RIGHTS AND RESPONSIBILITIES OF THE WHISTLEBLOWER**

All concerns will be treated in confidence and the club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forwards as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated allegations, disciplinary action may be taken against that person.

**LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**  
**-01992 555420**

**HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP)**  
**-0300 123 4043**  
**-<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>**

**OFSTED**  
**-0300 123 1231** (General Enquiries)  
**-0300 123 4666** (Complaints)  
**-enquiries@ofsted.gov.uk**  
**-Ofsted**  
**Piccadilly Gate**  
**Store Street**  
**M1 2WD**

**PUBLIC CONCERN AT WORK (PCAW)**  
**-020 7404 6609**  
**-<https://www.pcaw.org.uk/contact-us/>**

**POLICE**  
**-101** (Non-emergency)  
**-999** (Emergency)

**RELATED POLICIES**  
**Staff Grievance policy, Safeguarding Children policy.**

<b>This policy was adopted by: All Aboard Kids Club</b>	<b>Date: 02/07/2025</b>
<b>To be reviewed: July 2026</b>	<b>Signed: B.Dunham</b>

