



# Buzykidz

# Policies and Procedures

## **Policies**

**Administering Medication Policy**  
**Admission Policy**  
**Allegations Against Staff**  
**Arrival & Collection Procedure**  
**Behaviour Management Policy**  
**Bullying and Racism**  
**Complaints Procedure**  
**Confidentiality Policy**  
**Covid-19 Policy**  
**Equal Opportunities and Inclusion Policy**  
**Fire Drill Procedure**  
**Fire Evacuation Procedure**  
**Fire Safety Policy**  
**GDPR Policy**  
**Health and Safety Policy**  
**Lost Child Procedure**  
**Mobile Phone and Cameras Policy**  
**Pick Up Policy**  
**Safeguarding Policy and Procedures**  
**Safe Recruitment Policy**  
**Students/ Work Placement**  
**Sick Child Policy**  
**Social Networking Policy**  
**Transportation Procedure**  
**Visitor Policy**  
**Whistle Blowing Guidance**  
**Working in Partnership with Parents Policy**

## **Administering Medication Policy (Adopted 1<sup>st</sup> June 2009)**

Buzykidz will take all reasonable steps to ensure that the occasional, regular or emergency administration of medicines takes place, within certain conditions.

In circumstances where the designated First-Aider is not present, Mrs BJ will assume responsibility, or nominate an appropriately trained person.

Children who have been prescribed medication should receive their doses at home. If it is absolutely necessary for medication to be taken during club the child will be encouraged to take personal responsibility for this, where appropriate.

Staff will discuss and agree on the best course of action at the earliest opportunity and will record any such discussions in the daily diary.

Staff will only administer medication to the child if it has been prescribed by their GP. Staff will not administer any over the counter medicines under any circumstances. Parents/ carers must request this in writing before the start of a session including the frequency and dosage.

Children carrying their own medication (such as insulin or inhalers) will give these to staff during the session until it is required. This is to minimise the risk of loss and damage. Inhalers must be clearly labelled with their name.

Parents/ carers will need to complete and sign an 'Administering Medication' Form which can be found in the Risk Assessment file.

### *The procedure for administering medication to a child is as follows:*

- Medication will not be given without written and signed permission from parents and the child's GP. This must include frequency, dosage, times and potential side effects.
- The medication must be properly labelled and staff must check labels against medication forms and written parental consent to ensure all information is correct.
- The medication must be safely stored out of children's reach during the session.
- All necessary details must be recorded on an 'Administering Medication' form by a qualified member of staff that holds a CRB.
- Only qualified, CRB checked staff may administer medication and another member of staff must witness to ensure correct dosage is given.
- Parents/ carers signatures are required on collection to acknowledge medication has been given.
- A duplicate copy of the form will be given to parents/cares

If a child refuses medication they will not be forced. Staff will inform parents immediately and the incident will be recorded on a 'Significant Event' form.

Staff must be informed of any changes to the medication and a new form will be completed.

All medication forms will be store in the medication section of the risk assessment file.

*Revised August 2018 (by Mrs BJ)*

**Admission Policy**  
**(Adopted 1<sup>st</sup> June 2009)**  
*(Revised August 2018 by Mrs BJ)*

Buzykidz welcomes all children into the club and aims to guarantee 'A Place for everyone'. Admission is based on numbers in the group, staff ratios, and booking procedures. All possible attempts are made to offer places to all children who need them. Care is taken not to exclude parents who do not know the system, whose first language is not English who are new to the area or whose children's need is urgent.

**Allegations Against Staff**

We ensure that all parents know how to complain about staff or volunteer action within the on allegation of abuse.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer or anyone living at the setting has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer at the setting may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the Local Authority Designated Office (LADO) and always within 1 working day, to access how the allegation should be dealt with. The office number is 01992 555420. Tony Purvis mobile no is 01992 556979. All referrals must be submitted on the Hertfordshire LADO Referral Form. We also report any such alleged incident to OFSTED and what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by social services in conjunction with the police.

Where the management committee and children's social care agree it is appropriate in the circumstances, Buzykidz will suspend the member of staff on full pay, or the volunteer for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

*Disciplinary Action*

Where a member of staff or a volunteer is dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Buzykidz is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### *Training*

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect as well as signs of extremism and radicalisation so that they are aware of the local authority guidelines for making referrals.

We ensure that all staff knows the procedures for reporting and recording their concerns in the setting.

### *Planning*

The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.

### *Curriculum*

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.

We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for the children.

### *Confidentiality*

All suspicions and investigations are kept confidential and shared only with those who need to know.

Any information is shared under the guidance of the Local Safeguarding Board.

## **Arrival & Collection Procedure**

**(Adopted 1<sup>st</sup> June 2009)**

*(Revised August 2018 by Mrs BJ)*

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the club and that any arrival or departure is recorded in the register. The register must be kept in an accessible location on the premises.

- This process will be supplemented by regular head counts throughout the session.
- If a child is to be collected by some one other than a parent/ carer the password on the admission form must be indicated to a member of staff before entering the building.

Only adults (aged 16 and over) with suitable identification will be authorised to collect children.

- If a parent/ carer is going to be late to collect a child staff must be notified by telephone or text as early in the day as possible. If there is no prior warning staff will follow the Buzykidz Late Collection Policy (see below).
- If a child is to be collected early due to being unwell at the centre, the above will also apply.

Buzykidz expects all visitors to sign in on arrival and sign out on departure. The visitor's book can be located on the table under the clock. The following information must be logged; name, date and time of arrival, reason for the visit, their expected departure time.

#### *Buzykidz Late Collection Procedure*

In the event that a child is not collected by 6:00pm Mrs BJ will contact the parent/ carer.

If there is no response, the people listed as emergency contacts will also be phoned.

If the event of an emergency or delay, two staff members will always wait with the child/ren until they are collected.

At Buzykidz we understand the pressures working parents are under and will always be sympathetic to parents who have been held up due to travel or work commitments. However, Buzykidz also has a duty to staff members and understand they also have families and commitments to be getting home to.

With this in mind, a late collection fee of £5.00 per every 15 minutes for each member of staff waiting will be applied.

Any late collection fee will be payable in cash directly to the staff members involved as soon as possible.

If the delay is past 7:00pm, or the parent/ carer and emergency contacts cannot be reached and no message or attempt to contact a member of staff has been made, Social Services and Ofsted will be informed and the staff will remain with the children until an authorised person has collected the child.

#### **Behaviour Management Policy**

We believe children will enjoy being in an environment in which they know what is expected of them and where they can play and develop in a safe environment without fear of harm.

To enforce this we would like children to respect each other and to respect and take care of activities and toys; i.e. not to throw toys or purposely break them.

Children will be praised for good behaviour, such as kindness, sharing, politeness and helpfulness.

Physical punishment will under no circumstances be threatened or used on children. Adults will not shout or speak in a threatening manner.

In cases of misbehaviour such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately by means of explanation, and if necessary the

child will be redirected to an alternative activity or ask to “take 5” with the adult. In cases of misbehaviour such as bad language, the unacceptability of the behaviour will also be made clear immediately.

If a child’s unacceptable behaviour persists, the parent/ carers will be informed of this and will be invited to discuss the matter further with their child.

Parents and staff will work together providing continuous response and set boundaries.

Staff and any adults in the group will work by the above and will be expected to behave in a friendly, caring and courteous way towards each other, the parents and the children, providing a positive role model for children.

### **Bullying and Racism**

Bullying in any form is not tolerated at Buzykidz. If it occurs amongst the children and staff are unable to resolve it after having put action plans in place, then the parents will be informed and an action plan made to help the child/children concerned.

If a staff member is found to bully a child, this will lead to internal disciplinary procedures. If the bullying continues or is deemed by Buzykidz’s Designated Officers as harmful to the emotional well-being of the child then the LADO will be informed and advice requested: refer to Safeguarding Policy and Procedures and Allegations against a Member of Staff Policy and Procedures.

If a staff member is found to bully another member of staff under the form of inappropriate language, emotional harassment or physical bullying the manager and committee will follow disciplinary/grievance procedures. See policy on Disciplinary Procedures.

We are an inclusive setting and our approach to dealing with racist incidents follows the guidance set out for Equal Opportunities in the Statutory Framework for the Early Years Foundation Stage. If racist accusations are made by a parent/carer then the manager will inform the setting's Local Authority for advice and a meeting will be held with the parent/carer accuser to listen to their concerns and to underline the Pre-School's policy and procedures regarding the Pre-School's policies against Racism, Discrimination and Equality of Opportunity.

All documentation regarding acts of bullying or racism by an adult will be passed on to the concerned authorities and will be kept for 3 years.

### ***Racism and Emotional Bullying***

We do not tolerate any form of racist act especially when directed at a child or a member of Buzykidz staff.

## **Prevention**

Staff recognise that the setting plays a significant part in the prevention of harm to the children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The setting will therefore:

- work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty; for example a key worker.
- inform parents of the policies and procedures in place and make all policies and procedures accessible in printed form within the Pre-School.
- if necessary the management will discuss with parents/carers the outcomes of bullying and racist acts.

## **Complaints Procedure (Adopted June 2009)**

*(Revised August 2018 by Mrs BJ)*

If you are worried or upset about anything, concerning your family or any of the services we provide and you wish to discuss it with someone, please do not hesitate to talk firstly to a staff member. If after talking to the staff member you are still unhappy, please see the Manager. All complaints will be dealt with promptly. Behaviour management must be consistent and developmentally appropriate, respecting individual children's level of understanding and maturity. Any incident must be recorded and the parent informed of the incident on the day. If parents and staff cannot resolve issues after following the complaints procedure OFSTED may be contacted. 0300123 123

**Hertfordshire families Information Service: 0300 234 043**

Management will investigate any complaint and reply in writing, notifying the outcome, within 28 days.

## **Confidentiality Policy (Adopted June 2009)**

*(Reviewed August 2018 by Mrs BJ)*

Buzykidz respects that staff, children and parents/ carers have a right to privacy. Personal information should only be discussed with others on a need to know basis. Staff will not talk about any child's accidents or incidents to other parents/ carers or other children.

Under no circumstances should staff provide any information to the media. All media enquiries will be passed directly to the Manager.

Children's records must be kept in a safe place that is also easily to get to in case of an emergency. They should not be accessible to anyone who does not have responsibility for the care and well being of a child.

Parents have the right to see any records containing information on themselves or their children.

### **Covid-19 Policy (Adopted September 2020)**

- All children will be collected and walk from school to the hall with a member of Buzykidz staff. Current guidance suggests not using public transport due to the risk of contamination by mingling with the public. Please let me know if you are unhappy with this arrangement and we can look into the possibility of taxi hire but this will incur extra charges.
- On arrival at the hall, children will be kept within their bubbles separate groups.
- Daily risk assessments to be carried out before children arrive.
- Buzykidz have proposed to divide the schools into 4 separate sections within the hall. Staff will keep a high hygiene before crossing over to each section.
- Children to eat and play in their divided areas.
- Children to have access to outdoor play area, but will be grouped in their bubbles.
- To ensure ALL children adhere to measures to ensure strict hygiene - hand washing, paper towels usage, hand sanitising.
- Group toilet trips and washing hands before coming into the designated area on arrival at the after school club.
- All chairs and tables to be sanitised before children arrive, after eating and also at the end of the day.
- All toys to be sanitised prior to children's arrival and at the end of the day.
- Staff to wear gloves and protective gear to ensure no transmission of possible germs/infection.
- Parents are no longer permitted inside the building. All children will be brought to the main entrance and parents will collect their child at the front door.
- Staff will sign children off as soon as they have been collected by their parent.

### **Equal Opportunities and Inclusion Policy (Adopted June 2009)**

*(Reviewed August 2018 By Mrs BJ)*

Buzykidz aims to provide positive play opportunities to all children who use our service, no matter what their race, colour, ethnic or national origin, gender, physical, sensory, mental disability or social class.

Staff are committed to working alongside parents and other agencies to ensure appropriate reviewing, monitoring and evaluating the effectiveness of the club.  
Positive play opportunities means allowing children to develop awareness about themselves

and others, to learn without pressure and make choices about their play, which will enable them to develop many skills for the future.

Buzykidz endeavours to provide both structured and unstructured activities to ensure that they are providing age-appropriate and stimulating activities, and to encourage the children to involve themselves in planning the activities.

Buzykidz are committed to involving and consulting children whenever decisions are made within the club that affect them. We respect every child's opinion and actively promote the participation of children in decision-making processes and understand it is beneficial for everyone.

Staff understand they have a responsibility to promote positive attitudes to diversity and difference and ensure every child feels included and learns from the earliest age to value and respect others and to grow up making positive contributions to society.

Buzykidz implements this in practice in a number of ways, from celebrating a variety of different festivals and special occasions to supporting and being involved in community and charity events.

Buzykidz aims to make all children feel welcome, safe and respected by using positive images of children from different cultures and abilities, thinking about which activities and equipment can be used to meet all children's needs and keeping current up to date information on meeting diverse needs. This will need regular reviewing and evaluation.

### **Fire Drill Procedure**

At the sound of the fire alarm/whistle staff will line up all children in pairs at the door. Children will be counted as we leave the building. Children will be led to a safe pre-arranged area where a register will be taken. Children will be counted and register taken again after returning to the building.

Staff with children in the toilets at the time of alarm will lead children to a pre-arranged area using the shortest/ safest route for registration.

### **Fire Evacuation Procedure (Adopted June 2009)**

*(Revised August 2018 by Mrs BJ)*

In the event of a fire within the communal area;

- If the fire alarm has not sounded, raise the alarm by breaking the nearest fire alarm call point which will automatically alert the Fire Brigade.
- A general evacuation of the areas should take place using the fire exits and meet in the car park.
- Children, staff and visitors should remain there until further notice.
- Manager will investigate the incident, where possible, and call register to account for everyone.
- In the event of a general evacuation being necessary due to fire spread or if requested by the fire service, your assembly point will be the car park.

Useful contacts in case of an emergency;

**Club Mobile Number: 07903 565246/ 07853 401472**

Email – [buzy\\_kidz@hotmail.com](mailto:buzy_kidz@hotmail.com)

## **Fire Safety Policy**

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards and are regularly checked and recorded.

Our emergency evacuation procedures are:

- clearly displayed in the premises
- explained to new members of staff, volunteers and parents
- practiced regularly at least once every term

## **GDPR Policy**

Buzykidz is committed to ensuring that your privacy is protected and security of any personal information received from you is maintained. Should we ask you to provide certain information by which you and your child can be identified, you can be assured that it will only be used in accordance with this privacy statement. We strictly adhere to the requirements of the data protection legislation in the UK.

At Buzykidz the Data Protection Officer (DPO) is *Bolaji Akindele (Mrs BJ)* and she follows the tasks as defined in Article 39 of the GDPR as follows:

- Inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws,
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advising on data protection impact assessments, training staff and conducting internal audits,
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers, etc.).

## **The information we collect**

When you make any enquiry or register for our services, will include information such as your name, home address, telephone number, email address, work information and on some occasions; NI number. We will also collect information about your child such as: name, date of birth, gender, ethnicity and medical history. We may also collect and share other types of personal information during the course of dealing with other professionals like, the child speech and language therapist, children's centre etc if your child need additional support.

## **How we use your information**

Buzykidz will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in our privacy Policy. We will not use your personal

information for any other purpose without first seeking your consent, unless authorised or required by law. Any of the information we collect from you may be used in the following ways:

- For administrative purposes
- Photographs will be used for learning journal, setting wall displays.
- Use as pictures communication or sign language.
- Evidence for narrative observation

### **Access to your information**

You can request in writing to access the personal information that Buzykidz holds about you by contacting Buzykidz (DPO) as set out below. We will provide you with access to your personal information unless we are legally authorised to refuse your request. If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

### **How we protect your information**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic and managerial procedures to safeguard and secure the information we collect both on folder and online. The Internet is not a secure method of transmitting information. Accordingly, Buzykidz cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires or that have been identified specifically for this purpose – this information can be moved when alternatives have been identified

### **Health and Safety Policy**

**(Adopted 1<sup>st</sup> June 2009)**

*(Revised August 2018 by Mrs BJ)*

Buzykidz takes the responsibility of Health and Safety extremely seriously as a matter of legal and moral importance. All staff will be familiar with the provisions within this policy as part of there induction and are expected to act in accordance with them at all times.

The club aims to ensure the health and safety and welfare of all staff children visitors and other individuals who may be affected by the clubs activities.

The Health and Safety at Work Act 1974 and the Workplace Regulations 1999 will be complied with at all times. The owner, manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

At Buzykidz we aim to:-

- Create an environment that is safe without risk to health
- Prevent accidents and cases of work related ill health

- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work which they are engaged.

### *Ratios*

Buzykidz is conscious of the importance of maintaining adequate staff to child ratios. In all cases the minimum staffing ratio for children is;

- Children aged 4-7 = 1:8
- Children aged 8 and over = 1:10

These ratios will include any children of staff and volunteers. At least two members of staff will be on duty at the premises at any given time. Buzykidz will further ensure that suitable contingency plans are in place to cover any emergencies, unexpected staff absences, holidays or sickness.

### *Smoking, drugs and Alcohol Policy*

Under no circumstances should the above be brought onto the premises. If a member of staff appear to be under the influence of drugs or alcohol they will be sent home immediately and appropriate disciplinary procedures will be followed. This behaviour is totally unacceptable and will not be tolerated at Buzykidz.

### *Equipment*

All equipment used by the children, must be regularly checked and broken toys thrown away immediately. There is an 'Equipment Check Form' to be completed, signed and dated after every check is done. It is the Managers responsibility to ensure this is done regularly.

### *Risk Assessment*

A risk assessment will be carried out, and documented daily before children arrive at the setting. Each activity will have a risk assessment, and guidelines drawn up for reference. At the start of each session it is the Managers responsibility to check:-

- The premises are safe  
All fire exits are clear
- The mobile phone is switched on
- There are sufficient supplies for the session
- The room is separated for the different activities
- The room is clean, warm and welcoming
- The club is organised with specific areas, to play, relax, and eat
- Toilets are clean and in working order, with hot and cold running water
- The children do not have access to the kitchen under any circumstances

Staff must read through the risk assessment for activities before they begin and re-evaluate effectiveness of risk assessments regularly to provide children with a safe and secure environment.

### *Cleaning*

Staff are expected to keep surfaces clean and clear at all times and mop up any spillages as they go along. At the end of the session the manager must checked the premises are left accordingly.

### *Hygiene*

The premises, equipment etc are to be kept clean at all times. Food handling guidelines are to be observed and implemented. The Manager must hold, or be working towards a Basic

Food Hygiene qualification. Regular training will be offered to all staff regarding standards of cleanliness at the site.

#### *Minor Accidents*

The child should be referred to the relevant first aider who will decide how to treat the injury according to their first aid training. The accident should then be entered onto an accident form if necessary (bump to the head, etc)

#### *Major Accidents*

The first Aider should be called immediately, they should apply first aid quickly and efficiently in line with their training.

During this time another member of staff should call an ambulance providing all relevant details of the injury, location of the site and child's name. If it is serious injury, under no circumstances is any member of staff who is dealing with the child, transport injured child to the hospital; an ambulance must be called.

The child's parent/carer should be notified, as soon as possible. If the parents/ carer have not arrived by the time the ambulance is ready to leave, a member of staff must accompany the child to the hospital.

An accident form must be completed as soon as possible and kept on file. A full report of the incident should also be written by the Manager and any witnesses to the incident. The Manager will immediately inform OFSTED of any major accident.

#### *Healthy Eating Policy*

Buzykidz actively promotes healthy eating for the children in our care. We provide a variety of healthy foods. We actively encourage healthy eating through baking/ making tea activities and working in partnership with outside agencies to raise awareness (i.e. Change4life). If any child has a particular allergy, or dietary requirement, staff will monitor such requirements via the registration form. Fresh drinking water will be made available to children at all times.

#### *Packed Lunch and Picnics*

Parents/careers are asked to provide packed lunches for children when they attend play schemes and outings and will be encouraged to provide healthy choices.

#### *Food Handling/ Preparation Policy*

Buzykidz will observe current legislation and training. All staff involved with food preparation should ensure they observe the Food Hygiene regulations which are posted in the kitchen area.

### **Lost Child Procedure**

**(Adopted 1<sup>st</sup> June 2009)**

*(Revised August 2018 by Mrs BJ)*

If a child is lost on an outing, all remaining children will be kept in a group and the register checked. One staff member (and their mobile phone) will stay with the children and all other staff members will begin to search nearby areas. The manager and police will be informed by mobile phone. The manager will then contact the parents if required.

## **Mobile Phone and Cameras Policy**

We believe our staff should be completely attentive during their hours of working, to ensure all children in the Pre-School receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The Pre-School has a high reputation to upkeep and comments made on sites such as 'Facebook', could have an impact on how parents using the Pre-School view the staff.

Personal electronic devices e.g. mobile phones, camera/phones, iPods etc are not allowed to be used whilst in the room. Should you need to make or receive a call – please first check with the manager and use the phone outside of the area where the children are.

If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times. Members of staff should not befriend parents on social media.

Please note the "Whistleblowing" section of the policies – If you see a member of staff using their phone during working hours, in front of the children please advise a senior member of staff straight away.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

## **Pick Up Policy**

Parents will be contacted promptly if a child is unwell during club time, which is 3.15 to 6pm. Symptoms will be described to parents and all information will be logged for future reference on a Significant Event form.

If the child is unable to play outdoors and/or unable to participate in the centre's regular programme due to being unwell, the staff will follow the **PICK UP POLICY**.

For the children with medical condition (and with their medication stored at the centre), which is stated on their registration form become ill, while at the centre, appropriate steps to administer medication will take place as outlined in our Administering Medication Policy.

If children have or had Communicable diseases, please refer to the Minimum Exclusion Periods located on the message board to see how long your child should stay home during and after their illness. The list is only a guide and staff are encouraged to contact local health services if they are in any doubt. Alternatively, please ask the Manager/Deputy for more details.

If staff has reason to believe a child is suffering from a noticeable disease identified in the Public Health Infectious Diseases Regulations 1988, OFSTED will be informed. The list below covers a few of the infectious diseases: -

- Malaria
- Measles
- Meningitis
- Meningococcal Septicaemia (with Meningitis)

- Mumps
- Rubella
- Scarlet Fever
- Tetanus
- Tuberculosis
- Typhoid Fever
- Whooping Cough
- Yellow Fever

## **Safeguarding Policy and Procedures**

Buzykidz will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We aim to ensure staff are aware of the Prevent Strategy and able to protect children and young people who are vulnerable or at risk of being radicalised. Staff must be alert to any reason for concern in the child's life at home or elsewhere, this includes awareness of expression of extremist views.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

### *Procedures*

We carry out the following procedures:

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We ensure staff are aware of the risks to children and young people of being radicalised. The manager has attended the WRAP (Workshop to Raise Awareness of Prevent) training while other staff members have done the Prevent Duty training.
- British values are firmly embedded in all that we do. Through our activities, we ensure the practice of rule of law, individual liberty, democracy and mutual respect and tolerance to people of different faiths and beliefs
- Applicants for posts within Buzykidz are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the DBS before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by OFSTED requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

- Buzykidz is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.

### *Vulnerability to radicalisation or extreme view points*

Buzykidz recognises its duty to protect our children from indoctrination into any form of extreme ideology which may lead to the harm of self or others. Our definition of radical or extreme ideology is 'a set of ideas which could justify vilification or violence against individuals, groups or self.' Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a child is expressing opinions which may cause concern. Our core mission of diversity permeates all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We promote the spiritual, moral, social and cultural development of children and within this, fundamental British.

### *Responding to suspicions of abuse*

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect. And also, extremist views and radicalisation.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. Where such evidence is apparent, member of staff makes a dated record of the details of the concern and discusses what to do with the designated person/s who will then inform the manager. The information is stored on the child's personal file.

We refer concerns to the local authority children's social care department based on 'What to do if you are worried a child is being abused' (HMG 2006) and co-operate fully in any subsequent investigations.

We refer any child/ren at risk of being radicalised or show signs of extremism through the Local Authority Channel Referral and Intervention processes. 'Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools/childcare providers to make referrals if they are concerned that an individual might be vulnerable to radicalisation'.

The telephone helpline dedicated to raising concerns relating to extremism directly is 020 7340 7264. This helpline is not intended for use in emergency situations, such as a security incident or a child being in immediate risk of harm.

Staff in the setting should take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- Should listen to the child, offers reassurance and gives assurance that she will take action;
- Does not question the child;

- Makes a written record that forms an objective record of observation or disclosure that includes:
  - The date and time of the observation or disclosure;
  - The exact words spoken by the child as far as possible;
  - The name of the person to whom the concern was reported, with date and time; and
  - The names of any other persons present at the time.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to the local authority social care team using the Hertfordshire council Safeguarding Board details procedures for making a referral to the local duty and referral team. The telephone number to make a referral to Children, Schools and Families is 0300 123 4043.

All members of staff are familiar with the Child protection record and follow the procedures for recording and reporting.

#### *Informing Parents*

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.

This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform the parents.

#### *Liaison with other Agencies*

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority in child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy in any emergency for the setting and social services to work well together.

We notify the registration authority (OFSTED) of any incident and any changes in our arrangements which may affect the wellbeing of children.

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

#### *Supporting Families*

We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local children's social care team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family subsequent to any investigation.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

### *Legal Framework*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2006)
- Data Protection Act (1998) Non-Statutory Guidance

### *Further Guidance*

- Working together to Safeguard Children (revised HMG 2006)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners' Guide (HMG 2006)
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

### **Safe Recruitment Policy (Adopted June 2009)**

We intend to appoint, appropriate staff for the club. If any one less than 17 years of age are supervised at all times and not counted in the adult: child ratios. All staff are suitable, both mentally and physically to care for children. All staff has the appropriate experience, skills and ability to do their jobs. Where staff does not have the appropriate qualification, they will

have a personal development action plan detailing how they will meet this criteria for the future.

Each member of staff will have full induction training, including health and safety, child protection, and receive all the information they need in order to do their job effectively. A Training Needs Analysis will be done once a year to ensure the continuing training needs of the staff are met.

All individual staff records are kept securely. Buzykidz will ensure that every employee has been vetted, police checked referenced and all information logged accordingly. Until all relevant checks are completed, any person that has not been fully vetted will not be left alone.

### **Students/ Work Placement**

From time to time Buzykidz may accept persons on placement, from various backgrounds i.e. schools, colleges, etc. The management will ensure suitability, and adequate support depending on the individual needs. They will not be left alone with the children at any time.

### **Sick Child Policy (Adopted June 2009)**

Parents will be contacted promptly if a child is unwell during club time. Symptoms will be described to parents and all information will be logged for future reference on a Significant Event form.

If the child is unable to play outdoors and/or unable to participate in the centre's regular programme due to being unwell, the staff will follow the **PICK UP POLICY**.

### **Social Networking Policy**

This social networking policy applies to all staff members employed by Buzykidz – both paid and voluntary.

Social media, professional networking sites, rapid-fire communications, blog sites, and personal websites are all useful technologies. Every employee has an opportunity to express and communicate online in many ways, and we do not wish to discourage an on-line presence.

Above all else, everyone needs to use good judgement on what material makes its way online.

This policy will set forth guidelines that employees should follow for all online communications in reference to Buzykidz.

This policy includes (but is not limited to) the following specific technologies: Personal blogs and websites, Twitter, Facebook, Instagram and Snap Chat.

### *Responsibility*

Any material presented on line in reference to Buzykidz by any employee is the responsibility of the poster. At no times should any posts be made in reference to children, parents or other professionals that employees may come in to contact with through work.

At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the company disciplinary procedures.

Buzykidz employees are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.
- Even though you may think you are anonymous or use an alias you may be recognised.
- Maintain professionalism, honesty, and respect.
- Members of staff should by no means be friends with parents on any social network media.

Apply a "good judgement" test for every activity related to the setting - Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the Web site.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact the manager

Any online communication regarding proprietary information such as lay-offs, strategic decisions, or reduction of working hours deemed inappropriate for uncoordinated public exchange is forbidden.

### **Transportation Procedure (Adopted June 2009)**

If taking the children out of the club to the local park supervision will be maintained at all times. The first aid box, any child's medication, staff and children contact details, 2 fully charged mobile phones and a written description of each child (to include eye, skin, hair, clothing colour) will be taken.

At present Buzykidz transports children by private vehicle, public transport or walk from school to the club. Staff will ensure the following procedures are adhered to at all times.

- Ensure ALL children wear seatbelts and booster seats are used as necessary.
- Maximum seating is not exceeded.
- All children are to be accompanied by a member of staff and must never be left in the vehicle unattended.
- Emergency contact details of staff and children will be held in the vehicle.
- All adults will have appropriate and up to date police checks.

- The driver will have a valid and suitable driving license for transporting children.
- All vehicles are suitably insured.
- Risk assessment is in place and for transporting children from schools to the club.
- OFSTED must be informed of any accident or incident that may take place whilst transporting children.
- Staff to carry first aid kit
- Register of children collected
- Emergency contact details of staff and children
- Transportation card carried in vehicle at **ALL TIMES** listing Buzykidz details of staff member to contact in Emergency. Buzykidz's address: - St James Church House, Rectory Lane, Bushey, WD23 1BD.

## **Visitor Policy**

We recognise that the quality and variety of work which goes on in Buzykidz makes it an ideal place for visitors from places of work, school and college or childcare courses. Other visitors may include professionals such as health visitors, speech or language therapists, OFSTED, Early Years advisors, children centre staff and so on.

All visitors need to sign and date the Visitor's Book upon their arrival and departure.

The needs of the children are paramount. Visitors will not be admitted in numbers, which could hinder the essential work of Buzykidz.

Visitors must be made aware of the Fire Procedure, Child Protection, Confidentiality and Health and Safety Policy.

Any information gained by the visitors about the children, families or other adults in the setting must remain confidential.

## **Whistle Blowing Guidance**

Definition:

'Whistle blowing' is raising a concern about malpractice within an organisation.

The policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

Condition For Raising Concerns, The Public Interest Disclosure Act 1998 legislation and this policy offers protection only if the:

- Internal disclosure is made in good faith and there is reasonable suspicion that the alleged malpractice has occurred is occurring or is likely to occur.
- Disclosure to a Regulator (e.g. Ofsted and LSCB,) meets the above criteria and the member of staff concerned honestly and reasonably believes the allegations are substantially true.

For protection under the legislation external disclosure must also meet one or more of the following conditions:

- The employee believed s/he would be victimised if s/he raised the matter internally
- There is no prescribed regulator and the employee believed the evidence would be concealed or destroyed
- The concern had already been raised with the employer or regulator and had not been dealt with adequately or appropriately
- The concern is of an exceptionally serious nature.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible with the support of the Local Authority Designated Officer if necessary.

If an employee or volunteer feels the matter cannot be discussed or resolved with the manager or the owner he or she should contact the Local Authority Designated Officer (LADO) or OFSTED on 0300 123 3155 for advice on what steps to follow.

#### *Steps to take if concerned*

If you are concerned about a colleagues practice then:

- Speak to your manager
- If you are still dissatisfied with the outcome contact your Local Authority Designated Officer (LADO)

A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

**Working in Partnership with Parents Policy**  
**(Adopted 1<sup>st</sup> June 2009)**  
*(Revised August 2018 by Mrs BJ)*

Parents are encouraged to talk to the staff and share any relevant information. Anything of particular importance will be noted down on the contact details that will be kept securely on the premises.

Confidentiality will be maintained at all times. It is our policy not to discuss children or parents details for any reason, other than in private, and for the benefit of the child. Information shared will be on a need to know basis only. Buzykidz actively encourages parents to be involved in the policy making. We always welcome comments, suggestions and offers of help, as well as constructive criticism from parents. We recognise that we serve not only the children we care for but also their parents and carers. We aim to consult with parents through regular surveys and questionnaires. Parents are informed through notices and newsletters.

Staff at the club can always make time to speak to parents. We also respect the fact that the majority of our parents are in full or part-time work, and so have many demands on their time.