



# **BREAKFAST CLUB POLICY BOOKLET**

## **Autumn 2016**

These policies are written in further support of Bussage CofE Primary School Policies and are detailed in this booklet in order to support staff and parents understanding of Breakfast Club expectations and procedures.

<b>These policies are adopted by</b> <b>Bussage CofE Primary School Governors</b>	<b>Date:</b>
<b>To be reviewed:      June 2017</b>	<b>Signed:</b>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.20 - 3.22]*.



## Section 1

# Club Procedures

- a. Admission and Fees
- b. Arrivals and Handover to Classrooms
- c. Child Induction
- d. Equal Opportunities
- e. Healthy Eating
- f. Illness and Accidents
- g. Play
- h. Suspensions and Exclusions
- i. Visitors



## **Bussage CofE Primary School Breakfast Club**

### **Admissions and Fees Policy**

**Bussage Primary School Breakfast Club provides care for up to 24 children between the ages of 4 and 11 currently serving only the children of Bussage Primary School. The club will try to keep a principle of being able to offer places to all families who need it yet this will be dependent upon being able to offer a staffing ratio of 1:8 for Under 8s and 1:16 for 8-11s. The club will always have a minimum of 2 staff present irrespective of numbers and will preferably operate with 3 members of staff where financially possible.**

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established until further staffing can be appointed, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

#### **Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form includes medical details (in addition to the school's medical information) parent contract and acts as a booking form
- **Complaints** policy

If a place is available, the parents and child will be welcome to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

#### **Booking procedure**

Parents must complete the necessary paperwork, i.e. contract, registration, medical and booking forms, before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours notice. If notice is not given, the place will still be charged for.

**Fee structure**

Fees are charged at £4.00 a session.

- Fees are payable termly (6 times a year) in advance for regular bookings although occasional bookings may pay in advance on a daily rate.
- Fees can be paid by cheque, electronic transfer, Childcare Vouchers or cash.
- Fees are charged for booked sessions whether the child attends or not

**Payment of fees**

Fees are reviewed annually. Any queries regarding fees should be directed to the Governing Body.



## **Bussage CofE Primary School Breakfast Club**

### **Arrivals and Hand-Over to Classrooms**

Bussage Primary School Breakfast Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The Breakfast Club Leader 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.

#### **Escorting children to the Club**

- The Club and school have a clear agreement that it is the Breakfast Club's responsibility to transfer the children to their classrooms.
- We have a risk assessed the route through the school to the Club and review it regularly. This is a written risk assessment.
- Two members of staff will always be present at the Club.
- If a child is booked into the Club then parents are expected to drop off their child directly with a member of the Breakfast Club staff.
- All KS1 children MUST be directly handed over to staff by a parent and we strongly recommend the same procedure for children in KS2.
- Entry to the Club is through the door leading into the school hall from the playground.
- If a child is booked into Breakfast Club does not turn up we will check if the child is present at school during that day within the usual school procedure.
- Drop off is from 7.45am with the last time being 8.30 each day.

#### **Arrivals**

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

#### **Departures**

- Staff will ensure that children arrive safely in their classes at the end of Breakfast Club.
- All children below the age of eight (Year 3) will be escorted to their classrooms and those in Years 4, 5 and 6 will independently walk to their classrooms at the end of each session.

#### **Absences**

- If a child is going to be absent from a session, parents must notify the school leaving a message on the school's answer phone. This might be different for any children who has a Child Protection Plan (CPP).



## **Bussage CofE Primary School Breakfast Club**

### **Child Induction Policy**

When children first join **Bussage Primary School Breakfast Club** they will be allowed to settle in at their own pace.

We welcome parents to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done.

#### **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 a key worker. (Breakfast Club Leader)
- 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 allocated 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



## **Bussage CofE Primary School Breakfast Club**

### **Equalities Policy**

At **Bussage CofE Primary School Breakfast Club** we will 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 local community.**
- **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.**
- **We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.**

#### **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.

#### **Racial harassment**

The Club will not tolerate any form of racial 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 Angie Corbett 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 may 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 make reasonable adjustments to ensure that children can access our services and are made to feel welcome.**

**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 [Esther Trim](#). The SENCO will guide the Breakfast Club staff in:**

- the management of any provision for children with special educational needs or physical disabilities.**
- being fully trained and experienced in the care and assessment of such children.**

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



## **Bussage CofE Primary School Breakfast Club**

### **Healthy Eating Policy**

Bussage CofE Primary Breakfast 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 will be available to staff who are preparing the children's food.

Bussage CofE Primary Breakfast Club promotes healthy eating and leads by example. Staff responsible for food preparation, handling and storage have received appropriate training.

- We provide suitable healthy snacks for all the children.
- Children are encouraged to develop good eating skills and table manners.
- All children are given plenty of time to eat.
- Where appropriate, children are involved in planning and preparing food and snacks.
- Fresh drinking water is available at all times.
- Fresh fruit is available at all sessions.
- Withholding food is never used as a form of punishment.
- Staff discuss with children the importance of a balanced diet where appropriate.
- The Club does not regularly provide sweets for children.
- We limit access to fatty or sugary foods.
- Children are never forced to eat or drink anything against their will.



## **Bussage CofE Primary School Breakfast Club**

### **Illness and Accidents Policy**

**At Bussage CofE Primary Breakfast Club we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.**

**All parents must complete the medical details about their child when they join the Club.**

**We will record any accidents or illnesses, together with any treatment given, on an First Aid / Incident Record as appropriate, which a school staff member will be asked to sign when the child is transferred to their care.**

**Bussage CofE Primary Breakfast 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 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 at the end of this policy).**

#### **First aid**

**The Club's designated First Aider is Gaynor Hale. The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course. To ensure that there is a qualified first aider present and available at all times when the Club is running, other members of staff will also receive first aid training. 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.**

**The location of the first aid box is in the unit outside the Music Room. The designated First Aider regularly checks the contents of the first aid box to ensure that they are 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 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 a member of staff will be notified when the child is transferred to their classrooms.**
- 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 School Medical Form with them and will consent to any necessary treatment (as approved by the parents on the School's Medical Form).**
- **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(Health and Safety Executive) under RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 ) 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).**

#### **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 through the school's usual procedures. 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.**

#### **Useful contacts**

**Health Protection Unit: 0300 3038 162 (option 2)**

**RIDDOR Incident Contact Unit: 0845 300 99 23**



## Bussage CofE Primary School Breakfast 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 (2014)*, “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 Bussage CofE Primary Breakfast 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, but 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 where appropriate, 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 and risk assessed 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 **Equal Opportunities** policy.
- The Club has a selection of fiction and non-fiction books, suitable for all age ranges.



## **Bussage CofE Primary School Breakfast Club**

### **Suspensions and Exclusions Policy**

Bussage CofE Primary Breakfast Club will deal with instances of negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively in line with the school's behaviour policies.

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 to deal with the inappropriate behaviour in accordance with our Behaviour Management policy.

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

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

Staff will inform the Leader 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 5 consecutive days. If the Club takes this step, the Headteacher will discuss our concerns with the parents in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Leader will meet with the parents and the child, in order to agree any conditions relating to the child's return to the Club.

#### **Permanent exclusions**

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 will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.**

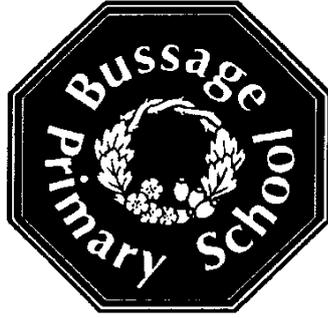


## **Bussage CofE Primary School Breakfast Club**

### **Visitors' Policy**

**Bussage CofE Primary Breakfast 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 School's 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 Headteacher.**
- **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.**



## Section 2

### Parents

- a. Complaints
- b. Involving Parents



## **Bussage CofE Primary School Breakfast Club**

### **Complaints Policy**

At Bussage CofE Primary School Breakfast 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 given to parents on registration to the club. Parents can request further copies and will be on the website. Records of all complaints are kept for at least three years.

The Leader is usually responsible for dealing with complaints. If the complaint is about the Leader, the Headteacher or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints Log will be completed and secured confidentially. Any complaints made will be dealt with in the following manner:

#### **Stage one**

**Complaints about aspects of Club activity:**

- The Leader 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 Headteacher 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 should put their complaint in writing to the Leader. The Leader 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 Leader will refer the situation to the Club's Designated Safeguarding Leaders (DSL) who is the Headteacher and 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 Headteacher will contact the police.



## **Bussage CofE Primary School Breakfast Club**

### **Involving Parents Policy**

**At Bussage CofE Primary Breakfast 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.**

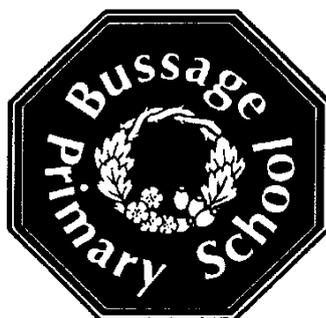
**We therefore aim to keep parents and carers fully informed of policies, events and activities at the Club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Club.**

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

- **Inviting parents to visit the Club before their children start.**
- **Notifying the parents of their child's key person from EYFS when they start at the Club.**
- **Making all of our policies available at the Club for parents to consult whenever they like.**

**We will 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.**
- **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 at all times, even out of Club hours through the school office.**
- **We obtain parental permission for outings, photographs, applying sun cream, 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.**



## **Section 3**

# **Health and Safety**

- a. Emergency Evacuation and Closure Procedures**
- b. Fire**
- c. Internet Safety**
- d. Intimate Care**
- e. Manual Handling**
- f. Mobile Phones**
- g. Risk Assessments**
- h. Safe Recruitment**
- i. Safeguarding**
- j. Smoking, Alcohol and Drugs**
- k. Social Media**



## **Bussage CofE Primary School Breakfast Club**

### **Emergency Evacuation/ Closure Procedures Policy**

**Bussage CofE Primary School Breakfast 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
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member 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 Headteacher will contact the emergency services.
- The Leaders will be responsible for escorting all children 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.
- The other staff member will check the Club premises and will collect the register (including emergency contact details) providing the Club's space including the hall and kitchen area, toilets and entry as well as the outdoor area allocated to the Club as this does not put anyone at risk.
- Before leaving the building this 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 Leader will contact parents to collect their children. If the register is not available, the Leader will use the school's emergency contacts list.
- All children will be supervised until they are safely collected.



## **Bussage CofE Primary School Breakfast Club**

### **Fire Safety Policy**

**Bussage CofE Primary Breakfast Club understands the importance of fire safety and complies with all of the school's health and safety policies and procedures.**

**To this end:**

- **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 3 times a year or whenever new 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 and within school contracts.**
- **All fire drills are recorded in the Bussage CofE Primary Breakfast Club Fire Drill Log.**
- **The school has notices explaining the fire procedures which are positioned next to every fire exit and Bussage CofE Primary Breakfast Club abides by these procedures**

#### **Fire prevention**

**The Club will take all steps possible to prevent fires occurring by abiding by PAT testing rules as well as:**

- **Ensuring that power points are not overloaded with adaptors.**
- **Ensuring that the Club's No Smoking policy is always observed.**
- **Checking for frayed or trailing wires in any equipment specific to the Breakfast**
- **Checking that fuses are replaced safely.**
- **Unplugging all equipment before leaving the premises.**
- **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 Leader will use the emergency contacts list (which is kept off the premises) to contact parents.**
- **If the Fire Safety Officer is not present at the time of the incident, the Leader will assume responsibility or nominate a replacement member of staff.**

#### **Responsibilities of the Fire Safety Officer**

**The Club's Designated Fire Safety Officer is the Headteacher. 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:**

**[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 at the front of the register and a copy stored off premises.**



**Bussage CofE Primary School Breakfast Club**  
**On-Line Safety Policy**

**Development / Monitoring / Review of this Policy**

This On-line Safety policy has been developed by a working group made up of:

- *Head Teacher*
- *Coordinator*
- *Staff – including Teachers, Support Staff, Technical staff*
- *Governors*

**Schedule for Development / Monitoring / Review**

This On-line Safety policy was approved by the <i>Governing Body</i> on:	<i>Spring 2016</i>
The implementation of this On-line Safety policy will be monitored by the:	<i>SLT</i>
Monitoring will take place at regular intervals:	<i>Annually</i>
The <i>Governing Body</i> via the <i>Communications Committee</i> will receive a report on the implementation of the On-line Safety policy generated by the monitoring group (which will include anonymous details of On-line Safety incidents) at regular intervals:	<i>Annually</i>
The On-line Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to On-line Safety or incidents that have taken place. The next anticipated review date will be:	<i>Spring 2017</i>
Should serious On-line Safety incidents take place, the following persons should be informed:	<i>A. Ferguson (DSP)</i> <i>D. Cockshull (backup DSP)</i>

The school will monitor the impact of the policy using:

- *Logs of reported incidents*

**Scope of the Policy**

This policy applies to all members of the *school* (including staff, children / children, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the *school*.

The Education and Inspections Act 2006 empowers Head Teachers to such extent as is reasonable, to regulate the behaviour of children when they are off the *school* site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other On-line Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion

of data (see appendix for policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The *school* will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate On-line Safety behaviour that take place out of school.

## Roles and Responsibilities

The following section outlines the On-line Safety roles and responsibilities of individuals and groups within the school:

### Governors:

*Governors* are responsible for the approval of the On-line Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the *Governors* receiving regular information about On-line Safety incidents and monitoring reports. A member of the *Governing Body* has taken on the role of *On-line Safety Governor*. The role of the On-line Safety *Governor* will include:

- regular meetings with the On-line Safety Co-ordinator
- regular monitoring of On-line Safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors

### Head Teacher and Senior Leaders:

- The *Head Teacher* has a duty of care for ensuring the safety (including On-line Safety) of members of the school community
- The Head Teacher and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious On-line Safety allegation being made against a member of staff.
- The Head Teacher and Senior Leaders are responsible for ensuring that the On-line Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their On-line Safety roles and to train other colleagues, as relevant.
- The Head Teacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal On-line Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

### On-line Safety Coordinator (DSP):

- leads the On-line Safety committee
- takes day to day responsibility for On-line Safety issues and has a leading role in establishing and reviewing the school On-line Safety policies.
- ensures that all staff are aware of the procedures that need to be followed in the event of an On-line Safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school technical staff
- receives reports of On-line Safety incidents and creates a log of incidents to inform future On-line Safety developments,
- meets regularly with On-line Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team

## Network Manager / Technical staff:

The *Network Manager (Thomas Keble)* is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required On-line Safety technical requirements and any Local Authority / other relevant body On-line Safety Policy / Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy (if it has one), is applied and updated on a regular basis
- that they keep up to date with On-line Safety technical information in order to effectively carry out their On-line Safety role and to inform and update others as relevant
- that the use of the network / internet / / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the On-line Safety Coordinator

## Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of On-line Safety matters and of the current *school* On-line Safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy
- they report any suspected misuse or problem to the *Head Teacher* for investigation / action / sanction
- all digital communications with children / parents / carers should be on a professional level and only carried out using official school systems
- On-line Safety issues are embedded in all aspects of the curriculum and other activities
- children understand and follow the On-line Safety and acceptable use policies
- children have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned children should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## Child Protection / Safeguarding Designated Person

should be trained in On-line Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming

- cyber-bullying

## Children:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good On-line Safety practice when using digital technologies out of school and realise that the *school's* On-line Safety Policy covers their actions out of school, if related to their membership of the school

## Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local On-line Safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good On-line Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / blog
- their children's personal devices in the school (where this is allowed)

## Community Users

Community Users who access school systems / website as part of the wider *school* provision will be expected to sign a Community User AUA before being provided with access to school systems.

## Policy Statements

### Education – children

Whilst regulation and technical solutions are very important, their use must be balanced by educating children to take a responsible approach. The education of children in On-line Safety is therefore an essential part of the school's On-line Safety provision. Children and young people need the help and support of the school to recognise and avoid On-line Safety risks and build their resilience.

On-line Safety should be a focus in all areas of the curriculum and staff should reinforce On-line Safety messages across the curriculum. The On-line Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned On-line Safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key On-line Safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Children should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Children should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- in lessons where internet use is pre-planned, it is best practice that children should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where children are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, children may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

## Education – parents / carers

Many parents and carers have only a limited understanding of On-line Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, website,
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications

## Education & Training – Staff / Volunteers

It is essential that all staff receive On-line Safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A programme of formal On-line Safety training will be made available to staff. This will be regularly updated and reinforced.
- All new staff should receive On-line Safety training as part of their induction programme, ensuring that they fully understand the school On-line Safety policy and Acceptable Use Agreements.
- The On-line Safety Coordinator will receive regular updates through attendance at external training events (e.g. from LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This On-line Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.

- The On-line Safety Coordinator / Officer (or other nominated person) will provide advice / guidance / training to individuals as required.

## Training – Governors

**Governors should take part in On-line Safety training / awareness sessions**, with particular importance for those who are members of any sub-committee / group involved in technology / On-line Safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation
- Participation in school training / information sessions for staff

## Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their On-line Safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school academy technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school / academy technical systems and devices.
- The Head Teacher is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users.
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place for the provision of temporary access of “guests” (e.g. trainee teachers, supply teachers, visitors) onto the school systems.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

## Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and children need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate children about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered

by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other children / children in the digital / video images.

- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that children / children are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Children must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of children / children are published on the school website
- Pupil's work can only be published with the permission of the pupil and parents or carers.

## Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

**The school must ensure that:**

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".
- It has a Data Protection Policy
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed / identified - Senior Information Risk Officer (SIRO) and Information Asset Owners (IAOs)
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devi

## Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults				Children / Children			
	Not allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission
Mobile phones may be brought to school		✓			✓			
Use of mobile phones in lessons			✓		✓			
Use of mobile phones in social time		✓			✓			
Taking photos on mobile phones / personal cameras	✓							✓
Use of other personal mobile devices eg tablets, gaming devices in social time		✓						✓
Use of personal email addresses in school, or on school network	✓				✓			
Use of school email for personal emails	✓				✓			
Use of messaging apps in social time				✓	✓			
Use of social media in social time		✓			✓			

Use of blogs (the school blogsite)		✓						✓
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When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and children should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and children / children or parents / carers (email) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Whole class / group email addresses and passwords may be used at KS1, while student children at KS2 will be provided with individual school email addresses and passwords for educational use.
- Children should be taught about On-line Safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

## Social Media - Protecting Professional Identity

All schools and local authorities have a duty of care to provide a safe learning environment for children and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to children, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to children, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and On-line Safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

## Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

### User Actions

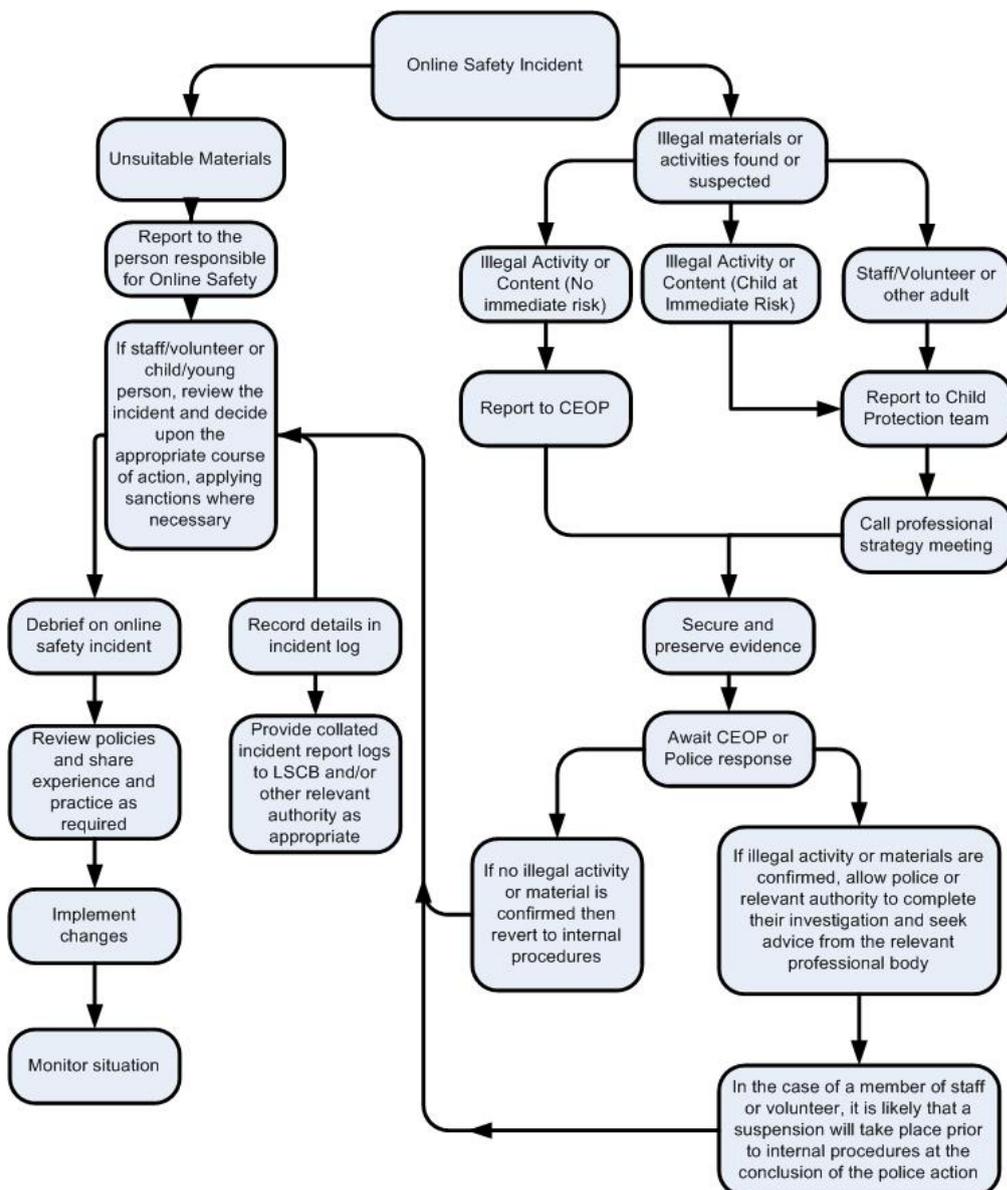
		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
<b>Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:</b>	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					✓
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					✓
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					✓
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					✓
	pornography				✓	
	promotion of any kind of discrimination				✓	
	threatening behaviour, including promotion of physical violence or mental harm				✓	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business					✓	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					✓	
Infringing copyright						✓
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					✓	
Creating or propagating computer viruses or other harmful files					✓	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					✓	
On-line gaming (educational)					✓	
On-line gambling					✓	
On-line shopping / commerce				✓		
File sharing				✓		
Use of social media				✓		
Use of messaging apps					✓	
Use of video broadcasting eg Youtube			✓			

## Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

## Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



## Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

### **In the event of suspicion, all steps in this procedure should be followed:**

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  - Internal response or discipline procedures
  - Involvement by Local Authority or national / local organisation (as relevant).
  - Police involvement and/or action
- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
  - incidents of 'grooming' behaviour
  - the sending of obscene materials to a child
  - adult material which potentially breaches the Obscene Publications Act
  - criminally racist material
  - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

## School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

## Children / Children

Incidents:	Refer to class teacher	Refer to Head Teacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction
<b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).</b>		✓	✓		✓			
Unauthorised use of non-educational sites during lessons	✓						✓	
Unauthorised use of mobile phone / digital camera / other mobile device	✓	✓			✓			
Unauthorised use of social media / messaging apps / personal email					✓		✓	
Unauthorised downloading or uploading of files	✓			✓				
Allowing others to access school network by sharing username and passwords	✓						✓	
Attempting to access or accessing the school network, using another student's / pupil's account	✓						✓	
Attempting to access or accessing the school network, using the account of a member of staff		✓			✓			✓
Corrupting or destroying the data of other users		✓		✓				✓
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		✓	✓		✓			✓
Continued infringements of the above, following previous warnings or sanctions		✓		✓	✓			✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓		✓				✓
Using proxy sites or other means to subvert the school's / academy's filtering system		✓		✓	✓		✓	
Accidentally accessing offensive or pornographic material and failing to report the incident		✓	✓	✓	✓		✓	✓
Deliberately accessing or trying to access offensive or pornographic material		✓	✓		✓			✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		✓						✓

## Staff

## Actions / Sanctions

Incidents:	Refer to line manager	Refer to Head Teacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
<b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).</b>	✓	✓		✓				✓
Inappropriate personal use of the internet / social media / personal email	✓	✓				✓		
Unauthorised downloading or uploading of files	✓	✓			✓	✓		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	✓	✓			✓	✓		
Careless use of personal data e.g. holding or transferring data in an insecure manner		✓				✓		
Deliberate actions to breach data protection or network security rules		✓			✓	✓		✓
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✓			✓	✓		✓
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		✓	✓	✓			✓	✓
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with children / children		✓	✓					✓
Actions which could compromise the staff member's professional standing		✓	✓					✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓					✓	
Using proxy sites or other means to subvert the school's filtering system	✓	✓				✓	✓	
Accidentally accessing offensive or pornographic material and failing to report the incident		✓	✓					
Deliberately accessing or trying to access offensive or pornographic material		✓		✓			✓	
Breaching copyright or licensing regulations		✓						✓
Continued infringements of the above, following previous warnings or sanctions		✓					✓	✓



## **Bussage CofE Primary School Breakfast 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.

Staff at Bussage CofE Primary Breakfast 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 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
- Number of staff 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 – 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 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 the Local Safeguarding Children Board. The Club's procedures reflect the guidance in the school's Safeguarding Policies alongside *Working Together to Safeguard Children (2013)* 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 leader immediately who is the Headteacher. 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 body 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 Bussage CofE Primary Breakfast Club will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.**



## **Bussage CofE Primary School Breakfast Club**

### **Mobile Phones Policy**

**Bussage CofE Primary Breakfast Club fosters 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 that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club’s mobile phone policy ensures that we all:**

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

#### **Staff use of mobile phones**

**Personal mobile phones belonging to members of staff are kept in the staffroom during working hours.**

**If a member of staff needs to make an urgent personal call they can use the school phone or make a personal call from their mobile in the staff room.**

**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 Leader or Deputy.**

**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**

**We do not allow children to have mobile phones, in the Club. Children who bring mobile phones to school will have them stored in the school office.**

**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**

**Parents and all other visitors must not use their mobile phone – or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the school camera.**



## **Bussage CofE Primary School Breakfast Club**

### **Manual Handling Policy**

Manual handling is one of the major causes of absence through injury in the workplace. At Bussage CofE Primary Breakfast Club we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible in line with the school's policy.

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

In order to limit the risk of injury from manual handling operations, Bussage CofE Primary Breakfast Club 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
- The working environment.

The main manual handling hazard at Bussage CofE Primary Breakfast 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 at staff induction. 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.

#### Employee's duties

It is the responsibility of all staff at Bussage CofE Primary Breakfast 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 Leader any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

#### In summary

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



## Bussage CofE Primary School Breakfast Club

### Risk Assessment Policy

Bussage CofE Primary Breakfast Club uses the school's approach to risk assessment and its 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 *EYFS Safeguarding and Welfare Requirements 2014*, 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 necessitates this
- when we take the children on an outing or visit.

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

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. 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 leader. The leader 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 the Incident or Accident Record sheets 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 and Accident Records to see whether any pattern to the occurrences can be identified.



## **Bussage CofE Primary School Breakfast Club Safe Recruitment Policy**

**Bussage CofE Primary Breakfast Club uses the school's 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 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:**

- 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 an application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.**

### **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, eg passport, driving licence or birth certificate**
- proof of address, eg recent utility bill (not mobile phone) or bank statement**
- proof of qualifications, ie the relevant certificates**
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)**

**The interview will be conducted by at least two interviewers. 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.**

**All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.**

**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 and full sight of a satisfactory enhanced DBS certificate**
- **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 Bussage CofE Primary Breakfast Club we will give him or her:**

- **our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file**
- **all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form 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.**

## **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.**

**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. .**

## **Disqualification**

**The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can *become* disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.**

## **Immigration status**

**The management is aware of Asylum and Immigration Act requirements and will check the ability 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.**



## **Bussage CofE Primary School Breakfast Club**

### **Safeguarding Children Policy**

*(see the School's Safeguarding Policy for fuller information).*

Bussage CofE Primary Breakfast Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur through the school's Designated Safeguarding Leader. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB) because it is part of a detailed and comprehensive school policy.

The Club's Designated Safeguarding (Child Protection) Leader (DSL) is the Headteacher Andrew Ferguson. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

#### **Forms of child abuse and neglect**

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

- Emotional abuse is the persistent emotional maltreatment of a child so as 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.
- Physical abuse can involve 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.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not 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.
- Neglect is the 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.

#### **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
- inappropriate behaviour displayed by other members 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 member of staff, 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 an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

#### Logging an incident

This is the responsibility of the Designated Safeguarding Leader. All information about the suspected abuse or disclosure 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 of the incident 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 whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up 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 directly.

#### Logging an incident

This is the responsibility of the Designated Safeguarding Leader. All information about the suspected abuse or disclosure 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 of the incident 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 whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up 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 directly.

#### 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 (eg 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 to the Disclosure and Barring Service.

#### Promoting awareness among staff

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

- Its designated DSL has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the School's Safeguarding Policy which is kept in the Hive.
- Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2013)' and that staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

#### Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission for the school. Only the school camera will be used to take photographs of children at the Club, except with the express permission of the Headteacher. Neither staff nor children may use their mobile phones to take photographs at the Club.

#### Contact numbers

Social Care:		01452 426565
Out of hours contact:		01452 614194
LADO (Local Authority Designated Officer):	Jane Bee	01452 426994
LSCB (Local Safeguarding Children Board):		01452 426565
Ofsted:		0300 123 1231
Police:		01452 726920 or 101
NSPCC:		0808 800 500



## **Bussage CofE Primary School Breakfast Club**

### **Smoking, Alcohol and Drugs Policy**

#### **Smoking**

Smoking is not permitted anywhere on the premises of Bussage CofE Primary Breakfast Club, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

#### **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 urgently notify the Headteacher.

#### **Drugs**

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.

#### **Safeguarding children**

All members of staff have a duty to inform the Headteacher who is the designated safeguarding leader (DSL) if they believe that a parent or carer is a threat to the safety of a child due their 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 is clearly over the alcohol limit, or under the influence of illegal drugs, staff will report their concerns immediately to the Headteacher.

#### **Related policies**

Staff Disciplinary policy, Safeguarding p



## **Bussage CofE Primary School Breakfast Club Social Media Policy**

Bussage CofE Primary Breakfast 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
- Personal blogs and websites
- Comments posted on third party blogs or websites
- 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 (eg 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 Phone policy, Confidentiality policy, Staff Disciplinary policy, Safeguarding policy.



## **Section 4**

# **Staffing Procedures**

- a. Confidentiality**
- b. Staff Discipline**
- c. Staff Grievance**
- d. Staff Induction and Development**
- e. Whistleblowing**



## **Bussage CofE Primary School Breakfast Club Confidentiality Policy**

At Bussage CofE Primary School Breakfast Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Bussage CofE Primary School Breakfast Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- 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.
- Information given by parents to Club staff 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 the school's confidential file and will not be shared within the Club, except with the Designated Safeguarding Leader DSL- Andrew Ferguson) and the Breakfast Club Leader
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file.
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it.

### **Sharing information with outside agencies**

We will only share accurate and up to date information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. Our primary commitment is to the safety and well-being of the children in our care.

### **Data Protection Act**

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data.



## **Bussage CofE Primary School Breakfast Club**

### **Staff Disciplinary Policy**

Bussage CofE Primary Breakfast 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. Performance of all staff is managed under the leadership of the Headteacher.

This policy follows the school's procedure for staff disciplinary.

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, and has the right to be accompanied by a colleague or union representative.

#### **Minor offences**

The Headteacher 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.

#### **Stage 1: Formal verbal warning**

The Headteacher will give the member of staff a formal verbal warning which must include:

- the reason for the warning
- that this is the first stage of the disciplinary procedure
- an explanation of their right to appeal.

A note of the warning will be kept on the staff member's personnel file, but it will be disregarded after six months if their performance or conduct is satisfactory.

#### **Stage 2: First written warning**

If the offence is a serious one, or if there is no improvement, the Headteacher will give the member of staff a written warning which must:

- give details of the complaint
- warn that a final written warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of Club rules
- explain their right to appeal.

A copy of the written warning will be kept on their personnel file but will be disregarded after 12 months if their performance or conduct is satisfactory.

#### **Stage 3: Final written warning**

If there is still no improvement in the staff member's performance, the Headteacher will give them a final written warning which:

- gives details of the complaint
- warns that dismissal will result if there is no satisfactory improvement
- explains their right to appeal.

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.

## **Stage 4: 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 Headteacher will give the member of staff written reasons for the dismissal, the date on which their employment ends and information about their right to appeal.**

### **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 an unfit person 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 Headteacher 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.**

### **Appeals**

**A member of staff wishing to appeal against a disciplinary decision must do so in writing 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 through the school's procedures in the Governing Body.**



## **Bussage CofE Primary School Breakfast Club**

### **Staff Grievance Policy**

At Bussage CofE Primary Breakfast 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 unaided 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 Leader. If the grievance is a relatively minor one, the Leader will try to resolve the matter through informal discussions and inform the Headteacher.

#### **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 Headteacher that they intend to invoke the formal grievance procedure. The written notification should include the following details:

- An 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 Headteacher 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 Headteacher and a Governor.

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 and appeals*

The Headteacher and Governor 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 Headteacher 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.**

**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.**

#### **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**



## **Bussage CofE Primary School Breakfast Club**

### **Staff Induction and Development Policy**

Each new member of staff at Bussage CofE Primary Breakfast Club receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the Leader will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the Policy Confirmation Slip 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, drop off and collection points at the school, route from the Club to classrooms and identification of any known hazards
- Thorough briefing about the Club's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- 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 Statutory Framework for the Early Years Foundation Stage, 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.

#### **Training**

The Leader will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork 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 regularly for 10 minutes.



## **Bussage CofE Primary School Breakfast Club Whistleblowing Policy**

**Bussage CofE Primary Breakfast 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 (eg 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 Leader. If, due to the nature of the problem, this is not possible concerns should be raised with the school governors.**

**If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:**

- **Ofsted (if it concerns the safe and effective running of the club)**
- **The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's Safeguarding Children policy)**
- **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, or if this is not possible, giving a date 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 whistle-blower**

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 forward 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 the allegations, disciplinary action may be taken against that person.

**Contact information**

<b>LADO (Local Authority Designated Officer):</b>	<b>Jane Bee</b>	<b>01452 426994</b>
<b>LSCB (Local Safeguarding Children Board)</b>		<b>01452 614194</b>
<b>Ofsted:</b>		<b>0300 123 1231</b>
<b>PCAW (Public Concern at Work):</b>		<b>020 7404 6609</b>
		<b>(website: <a href="http://www.pcaw.org.uk">www.pcaw.org.uk</a>)</b>

**Related policies**

Staff Grievance policy, Safeguarding Children polic

