

Broughton After School Club



Policies and Procedures

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As a registered childcare provider, we work hard to provide children and families with the best possible care. The policies and procedures set out in this document explain in detail how Broughton After School is managed professionally. The Club requests that all service users and visitors respect these policies and work with BASC to support the delivery of high-quality care.

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Accident & Incident Policy

As a registered childcare provider, Broughton After School Club takes every measure to ensure the safety and protection of the children in our care.

The premises has been checked by the Care Inspectorate and meets the requirements of The Health and Social Care Standards.

Risk assessments have been completed for all areas used for childcare purposes, including the club, garden, playground, gym, and any places regularly visited by children. These assessments are frequently reviewed to ensure adequate measures are in place to minimise risk. Daily safety checks are carried out prior to the arrival of children and fire evacuation procedures are regularly practised and reviewed. Through age-appropriate activities, children learn about safety and how to protect themselves from harm.

The Team and Manager have received paediatric first aid training by approved trainers. This training is refreshed every 3 years.

All staff can administer basic first aid and we keep a first aid box within the setting which is clearly labelled and stored in the kitchen. We also carry a travel first aid kit in on outings. The contents of the first aid box and kit are checked annually, and items replaced as required. Emergency contact cards for all minded children are also kept securely within the first aid box, behind the register, and in our outing bags so parents can be contacted in case of emergency.

Accident & Incident Procedure

Where an accident has occurred while the child is under the care of the Broughton After School Club the procedure below will be followed:

1. The trained and appointed first aider will assess the injury and take appropriate action to ease the child's discomfort.
2. The staff member in charge will write the report into the accident and incident book.
3. Upon arrival, the parent will sign the accident and incident book after being informed of the accident and reading the report.

Should a child need to go to the hospital, they will be accompanied by a member of staff and parents will be called. We will work to ensure children in our care are safe, reassured and kept calm throughout the process.

Accident & Incident Reporting

After every accident, we will complete a report in the accident book which will include:

- the date, time and location of the accident / incident
- the names and dates of birth of all children involved
- the circumstances leading to and a description of the accident.
- the immediate action that was taken
- details of any injuries sustained, and First Aid administered.
- any follow up action required.
- details of anything that can be done to prevent or reduce the chances of similar accidents / incidents from happening again.
- the names and contact numbers of any witnesses to the accident / incident

Parents of the affected child will be asked to read and sign the report on collection of their child.

In the event of a serious accident or incident where medical treatment is required, the manager will:

- Inform the Care Inspectorate within 14 days.
- Inform our Insurance Company
- Contact SCMA / the local childcare team for additional advice/support
- Inform the Health & Safety Executive of any serious reportable accidents or injuries / death of a child whilst in our care and act on any advice given.

Please Note: It is extremely important that you inform the club of any accident your child may have had prior to arriving at the setting, particularly if they have bumped their head. Should you be contacted to collect your child following an accident, please keep us informed regarding your child's condition and recovery.

Admissions Policy

Broughton After School Club is registered to care for 60 children during a term time and a 1:8 ratio of staff to children during Holiday Club, so the numbers vary in line with demand and staff availability. We cover all holidays except bank holidays and over the Christmas holiday.

This policy document has been put together by the Broughton After School Committee and the Project Manager.

All parents/guardians wishing to use the club must fill out the online Registration Form and the Parental Agreement form in full. A registration fee for joining the club will be added to the first bill for new members joining us, and around April/May for current BASC members when they re-register for the following academic year or holiday places.

Place Allocations

Fixed places will be capped at 60 children (the viable maximum). On Friday's, fixed places will be capped at 40-48 depending on staff ratio, all in line with the Care Inspectorate ratios for staff to children. Occasional/Emergency places will sometimes be available and should be requested by contacting Manager.

For the beginning of each school year all members of the club and future members of the club will be asked to confirm all their details on the online account Registration Form.

Priority for both fixed and occasional places for the forthcoming year will be given in this order:

- 1 Children who currently attend the club.
- 2 Children who have siblings who attend the club.
- 3 Children who attend Broughton Primary School.

If demand exceeds the places, a waiting list will be used and when the day/s become available the Project Manager will contact the next person on the list.

Holiday club and school in-service days will be open to all registered members and the Manager will inform parents through email and a note on the front door when the online booking for Holidays is available.

Everyone registered with the club will still be able to contact the club and request additional days, which if available will be provided.

All children that are joining us for the new academic year are welcomed to come along to our open evening which is held on the first week of term at the start of the new academic year.

If your child joins us through the year, please contact us and we will set up a visit to the club so you can see the setting, meet the staff that will be caring for you child, and so your child can feel reassured that they know where they are going, what sort of activities we provide, and who will be caring for them.

Please note we take children starting in P1 when your child goes fulltime to school which is usually in the second week of term.

If you have any concerns regarding my admissions policy, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Admissions Policy
Compassion	
1.8 - If I experience care and support in a group, the overall size and composition of that group is right for me.	
5.5 - I experience a service that is the right size for me.	
Be Included	
4.5 - If possible, I can visit services and meet the people who would provide my care and support before deciding if it is right for me.	
5.8 - I experience a service as near as possible to people who are important to me and my home area if I want this and if it is safe.	
5.9 - I experience care and support free from isolation because the location and type of premises enable me to be an active member of the local community if this is appropriate.	
Responsive care and support	
3.15 - My needs are met by the right number of people.	
Wellbeing	
4.24 - I am confident that people who support and care for me have been appropriately and safely recruited.	
5.20 - I have enough physical space to meet my needs and wishes.	

Adverse Weather Policy

During times of adverse weather, where possible we are happy to provide emergency childcare from 8:15-5:45pm if it is safe and reasonable to do so for parents in need. Parents will be informed of this option through email and need to book a session through their online account. These places will be limited due to the ratio change and if you had a previously booked the afternoon session this will be cancelled, so you would need to re-book for the whole day session if available. If the Manager and staff feel that the situation is worsening over the course of the day, we may contact you to collect your child early. I understand that during adverse conditions you may be late to collect your child due to travel problems. We will of course continue to care for your child. We would appreciate if you could call the staff to let them know if you are going to be late so as we can inform your child and they do not become upset.

Adverse weather conditions may also affect our usual activities such as outside play and other outings. We would appreciate if you could ensure your child is dressed appropriately for the weather with plenty of warm clothes, rain boots, hats, gloves, scarfs etc. Whilst time spent outside in bad weather may be very limited, there may be times where the children want to play outside and if it is safe, we will support the child's decision if they have the correct attire.

Please do not hesitate to discuss this policy further with us if required.

Scotland's Health & Social Care Standards	Adverse Weather Policy
Responsive care and support	
4.14 - My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.	

Anti-Bullying Policy

Bullying of any kind will not be tolerated at Broughton After School Club

This includes:

- Physical: pushing, kicking, hitting, biting, etc
- Verbal: name-calling, sarcasm, rumour spreading and teasing
- Emotional: excluding, ridicule, humiliation, tormenting
- Racial: taunts, slurs, graffiti and gestures

The purpose of this policy is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, poor self-esteem and lack of achievement. Any incidents which BASC feel could be classed as bullying shall be dealt with as much discretion as possible.

Aims:

-To promote a secure and happy environment free from threat, harassment, and any type of bullying.

- To show commitment to overcoming bullying by practising zero tolerance.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

Achieving Aims:

By promoting and valuing people as individuals and their right to a bully-free environment.

Staff Responsibilities:

- To implement procedures to confront bullying of any form.
- To listen to all parties involved in incidents.
- To investigate as fully as possible.
- To take appropriate action, or to refer the matter to another team member for further action.
- To record and inform parents of bullying incidents.
- To promote the use of a range of teaching and learning styles and strategies which challenge bullying behaviour.
- To promote open management styles which facilitate communication and consultation throughout the education service.
- To foster by example the values we as a club believe in.
- To promote the use of interventions which are least intrusive and most effective.
- To monitor the extent to which the above is being carried out through regular discussions between management, staff, pupils and parents, recording incidents of bullying in a discipline file, and retaining records for monitoring purposes.

If I have any concerns that a child is being bullied at the club, we will discuss the matter with you.

If you have any concerns or suspect your child is being bullied or is bullying another child, please discuss them with a member of staff as soon as possible. It is much better to deal with these problems before they become major issues.

Scotland's Health & Social Care Standards	Anti-Bullying Policy
Be Included	
2.15 - I am enabled to resolve conflict, agree rules and build positive relationships with other people as much as I can.	
Responsive care and support	
2.18 - I am supported to manage my relationships with my family, friends or partner in a way that suits my wellbeing.	
2.19 - I am encouraged and supported to make and keep friendships, including with people my own age.	
3.17 - I am confident that people respond promptly, including when I ask for help.	
Wellbeing	
1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.	
3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.	

Behaviour Management Policy

In order provide a quality care service, we need to set reasonable and appropriate limits to help manage the behaviour of the children. BASC aims to promote positive behaviour in by:

Valuing Good Behaviour

- Giving praise and awarding good behaviour.
- Making children feel valued by giving them individual attention.
- Being a role model and having children within the club become role models as well by setting a good example.
- Listening to the children and responding as appropriate.

Broughton After School Club works together with children to promote positive behaviour.

These are seen and children are praised for many things, such as:

- Helping a fellow member of the club or staff
- Being kind and talking caringly to a member of the club or staff
- Putting effort into club life without being asked

- Individual cases may also arise where staff feels it appropriate to reward children for positive behaviour with a sticker for their wall chart. Prizes will be given at the end of the school year for the individuals in each year group with the most stickers.

Discipline

When dealing with children it is essential to understand background on an event. The history of an event can change the outcome of the result. Only if a child is in danger or endangering others will we raise our voice to shout for an immediate effect before returning to an appropriate level. If we feel we need to speak to your child and correct their behaviour, we will take them to the side and calmly but clearly explain to them why we are not happy with their behaviour. We will then ask if they understand why we are talking to them and discuss together the consequence or seek an overall resolution if others have been involved. Our main goal is to develop children that can resolve conflict calmly with each other through good communication and understanding.

If a child continually misbehaves, the staff will raise the concern by chatting with you or emailing. Children can become upset if the incident is retold in front of them so the staff will try where possible to inform you discreetly and also inform you of how the matter was dealt with.

The staff will only ever use physical intervention to manage behaviour if it is necessary to prevent personal injury to the child, another child or adult. You will be informed if this has occurred and it will be record it in the incident book. You will also be asked to read and sign the incident book.

Where a child continues to misbehave despite staff trying a variety of techniques and requesting parent intervention, we may need to consider termination of the childcare contract. A continually disruptive child risks taking time and attention away from the care of other children which is unfair and upsetting for them. BASC reserves the right to terminate a contract immediately where a child's behaviour causes safety concerns or puts other children, or staff at risk of harm. Likewise, if a child continues to disrespect the club and cause deliberate damage to the property, we may cease the childcare arrangement with immediate effect.

If you have any concerns regarding the managing of your child's behaviour, please do not hesitate to contact us. It is important that we work together on managing behaviour in order not to confuse your child, teach them respect, and help them develop positive social skills.

Scotland's Health & Social Care Standards	Behaviour Management Policy
Dignity and respect	
3.3 - I have agreed clear expectations with people about how we behave towards each other, and these are respected.	
Responsive care and support	
1.24 - Any treatment or intervention that I experience is safe and effective.	
Wellbeing	
2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.	
3.24 - If I might harm myself or others, I know that people have a duty to protect me and others, which may involve contacting relevant agencies.	

Care and Learning Policy

Registration with the [Care Inspectorate](#), requires us to keep personal care plans for every child and to monitor and support their learning and development progress. As per Scottish Government guidelines, we adopt the **Getting It Right For Every Child (GIRFEC)** approach with the eight **SHANARRI wellbeing indicators**. (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included). We keep wellbeing records for every child to ensure we are meeting each of these indicators and delivering the best possible care.

The club aims to provide a safe and caring environment where children are stimulated through play. Children learn best through play, so we strive to offer a variety of activities that will support them in developing skills, knowledge and understanding as they explore the world around them.

When monitoring and supporting children's development, we follow principles set out in the **Curriculum for Excellence**.

We provide activities and resources that will support children's learning in each of the development and curriculum areas.

Cancelation Policy

ABSENTEE DUE TO SICKNESS

Nonattendance notice of a child due to sickness is to be given by 10 a.m. on the day of absence. It is the policy of the club when a cancellation due to sickness is made to confirm the child was also absent due to sickness from the school. If the child was not absent from school, you will be charged at the normal rate. If a child is sent home from school during the day with ill health, and again our policy is to confirm this with school, please contact the Club immediately and no charge will apply. If you fail to inform the club you will be charged at the full rate.

TERM-TIME CANCELLATION

Notification of a change to a child's attendance in the After School Club must be given one week in advance (by 12 noon).

Parents can cancel up to three times per school term with due notice as outlined above without suffering any financial penalties. If you have more than three cancellations per term you will be charged for the full session. Any cancellation without due notice will be charged for the full session.

Regular or repeated non-attendance for fixed places may result in these places being altered to occasional place status. This will only occur after a review of the circumstances in consultation with the parents.

HOLIDAY CANCELLATIONS.

Notification of a change to a child's attendance in the summer Holiday Club will require to be given two weeks in advance (by 12 noon), prior to the school term ending. Where a child is sick and unable to attend any holiday club days, if a place is taken up and paid for by another child from the waiting list, no charge will apply.

COMPLETE WITHDRAWAL FROM THE CLUB

If you wish to withdraw your child from the club, two weeks' written notice is needed.

Child Protection and Safeguarding Policy

It is our responsibility at Broughton After School Club to ensure the safety and welfare of all children in our care.

We seek to safeguard children and young people by:

- Valuing, listening, and respecting them
- Adopting child protection guidelines through safe working practice and procedures for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary background checks are made
- Sharing information about child protection and safe working practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

All staff have received training on child protection and safeguarding, and are aware of the signs and symptoms of all types of child abuse: physical, emotional, sexual, and those of neglect.

The club keeps up to date with current legislation and has read and obtain a copy of the [National guidance for child protection in Scotland 2021](#)

Due to the seriousness of this issue, all staff refresh and further their safeguarding knowledge annually and refresh their training every two years.

Safeguarding Concerns

If we have any concerns about any child in our care we will:

- Discuss the matter with the child's parents or, where we feel this is not appropriate or fear this could put the child into further danger, seek advice from our Local Child Protection Committee or call the NSPCC helpline who will advise us on how to deal with the situation.
- Report the matter immediately to the Local Child Protection Committee (**Social Care Direct**) if, following discussions, the matter remains unresolved or we believe that any child is being abused in any way.
- Seek the involvement of the police and /or social workers where we believe a child is at immediate risk.
- Keep written records of any concerns about a child in our Safeguarding / Record of Concerns Logbook. Each record will contain the child's name and date of birth, the date the record was made, details of concerns, any explanation given by parents, a body map detailing any visible injuries or marks, what action was taken as a result of the concern, what follow up action is required, and the Manager's signature. All records will be kept confidentially and securely but will be shared with the local child protection committee, social workers, the **Care Inspectorate** or the police as part of child protection procedures where there is immediate concern for a child's wellbeing.

If anyone has concerns that a child may be suffering abuse this should be reported to the most senior member of staff. Make a signed and dated written record of your concerns. Include the time this was shared with the member of staff. The designated member of staff will collate the information and be responsible for ensuring a Child Protection referral is made to the core agencies in line with the Edinburgh Council inter-agency procedures for Edinburgh.

Please report all concerns you may have. It is important that you have the opportunity to discuss these with the senior most staff in the knowledge that the issues raised will be dealt with in confidence and that you have fulfilled your role in sharing your concerns. If in doubt contact **Social Care Direct** for advice on **0131 200 2324** or **socialcaredirect@edinburgh.gov.uk**

If a child discloses abuse

If a child informs a member of staff that they or another child is being mistreated or abused, we will:

- Determine the facts of who, what, where, and when
- Show the child that we are listening, let them know that we take their allegations seriously and will help
- Reassure them that they can feel comfortable talking, encourage them to open up but never prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events or make a child repeat their account of events that have caused trauma or upset.
- Explain, in a way that is appropriate to the age and understanding of the child, the actions we must take in order to help them.
- Record what we have been told using exact words where possible in the safeguarding / record of concerns logbook. We will include in this record the date, time, place and any other people present at the discussion so as they can be recalled as a witness if necessary.
- Report concerns immediately to the Local Child Protection Committee (**Social Care Direct**) who will advise on how to deal with the situation and if necessary, seek the involvement of social workers and/or the police.

Prevent Duty Guidance

In addition to the most common forms of abuse, we also understand the risk of radicalisation and extremist behaviour and are aware of the responsibilities in relation to the Prevent Duty Guidance. Broughton After School Club works to:

- Promote Values as required by the Prevent Duty Guidance through our daily activities and routine to teach children about: Democracy, The rule of law, Individual liberty and personal responsibility, Mutual respect and Tolerance of those of different cultures, faiths and beliefs.
- Ensure children and young people are protected from being radicalised or drawn into terrorism by enforcing strict safeguarding procedures.
- Refer to the Prevent Duty guidance and undergo regular training that will help to identify children or young people who may be at risk and how to challenge extremist ideas that may lead to terrorism.
- Enforce strict safeguarding procedures when allowing children to access the internet to ensure they are safe from terrorist and extremist material. We will also pass on internet safety information and guidance to parents.
- Seek advice from the Local Child Protection Committee and contact the police immediately if we have concerns about a child or their family members.

Peer On Peer Abuse

Unfortunately, children and young people are capable of abusing their peers. We do not tolerate bullying of any kind and have an **Anti-Bullying Policy** in place which explains the methods we use to prevent bullying and what action we would take should we suspect that a child was being bullied or is bullying another child. Staff strive to be approachable and try to make children feel as safe as possible in their care. Meetings with parents will be arranged where concerns have been raised either in our care or at home. We encourage parents to discuss any worries they have with us so that we can work together in the best interests of their child.

All child protection concerns, and the action taken will be logged in the Safeguarding – Record of Concerns logbook.

Broughton After School Club has a duty of care to protect children and will always seek further advice from Social Care Direct or the NSPCC should we have any child protection concerns. Should we feel that the response of Social Care Direct has been unsatisfactory, or concerns are ongoing, we will request further assistance and where necessary involve the police.

Safeguarding / Child Protection Contacts:

-NSPCC Helpline:

Tel 0808 800 5000

help@nspcc.org.uk

-Social Care Direct:

Tel 0131 200 2324

Care Inspectorate Helpline:

Tel 0345 600 9527

-Police:

Tel 101 OR 999 for emergencies

Scotland's Health & Social Care Standards	Child Protection / Safeguarding Policy
Dignity and respect	
2.4 - I am supported to use independent advocacy if I want or need this	
Responsive care and support	
3.17 - I am confident that people respond promptly, including when I ask for help. 4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.	
Wellbeing	

- 1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.
- 2.26 - I know how different organisations can support my health and wellbeing and I am helped to contact them if I wish.
- 3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.
- 3.21 - I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.
- 3.22 - I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.
- 3.24 - If I might harm myself or others, I know that people have a duty to protect me and others, which may involve contacting relevant agencies.
- 3.25 - I am helped to feel safe and secure in my local community.

Complaints Procedure

It is important that all parents and staff feel free to discuss any problems at any time. This should clear up any difficulties, but if the problem is not resolved the process below should be followed:

Any questions or complaints should be addressed in the first instance to the **Project Manager** (or senior staff member in charge)

If the problem cannot be satisfactorily resolved promptly between parent and staff, then the complaint should be made in writing to the Chairman.

Broughton After School Club Management Committee Chairperson

Lizzie Nicolson chairperson.basc@gmail.com

The Management will ask the staff members for a written account of the incident which prompted the complaint.

The Management Sub-Committee will then meet within two weeks of receiving the complaint to discuss the case.

Should the Management Committee's decision still prove unsatisfactory to one or more of the parties a further meeting will be held within two weeks where parties will join the committee.

If the situation remains unresolved, then the complainants have the right to address their grievances to the care Inspectorate:

**The Care Inspectorate Compass House 11 Riverside Drive Dundee
DD1 4NY
Tel: 0345 600 9527**

All complaints and their outcome will be recorded. Confidentiality shall be respected throughout and the complainants will have access to these records.

The Care Inspectorate:
concerns@careinspectorate.gov.scot
Tel: 0345 600 9527

Further details of how to raise a concern / make a complaint can also be found on the [Care Inspectorate](https://www.careinspectorate.com) website: www.careinspectorate.com

Scotland's Health & Social Care Standards	Complaints Procedure
Dignity and respect	
2.3 - I am supported to understand and uphold my rights.	
Compassion	
4.4 - I receive an apology if things go wrong with my care and support or my human rights are not respected, and the organisation takes responsibility for its actions.	

Be Included

2.13 - If a decision is taken against my wishes, I am supported to understand why.

2.15 - I am enabled to resolve conflict, agree rules and build positive relationships with other people as much as I can.

Responsive care and support

3.17 - I am confident that people respond promptly, including when I ask for help.

4.20 - I know how, and can be helped, to make a complaint or raise a concern about my care and support.

4.21 - If I have a concern or complaint, this will be discussed with me and acted on without negative consequences for me.

Confidentiality Policy

In order to provide a high-quality care service which caters for children's individual needs it is necessary for BASC to obtain personal information from parents / carers about their child. We understand that some of this information may be sensitive and therefore we use strict data collection and processing procedures to ensure confidentiality.

Any information given to the club, either verbally or in writing, regarding your child or your family will be treated as private and confidential. Information will only be shared with staff or the committee when needed for the sake of the family or the child.

We will never discuss your child with others without your permission however, certain situations may require the Manager (or staff) to share information. These situations include:

- As evidence to the [Care Inspectorate](#) on request or inspection.
- To work efficiently with staff and ensure continuity of care.
- To seek advice from other professionals for example to assist with additional support or medical needs.
- To support transition when a child is moving from school to us and vice versa
- To apply for funding / early years entitlement

Information about your child to be shared with others is part of your online consent form. Only in exceptional circumstances, for example in an emergency or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police. Please refer to our **Child Protection / Safeguarding Policy** for further information about our child protection procedures.

BASC will share information regularly with parents regarding children's daily activities and their learning and development progress. In addition to this, parents have the right to request access to information, for example to have a closer look at their child's file. Parents will only have access to their own child's records. Any documentation containing personal or sensitive information is stored either in a lockable file or on computer which is secured with a password and virus protection.

Scotland's Health & Social Care Standards

Confidentiality Policy

Dignity and respect

2.5 - If I need help managing my money and personal affairs, I am able to have as much control as possible and my interests are safeguarded.

2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.

Be Included

2.14 - I am fully informed about what information is shared with others about me.

Responsive care and support

4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.

Contingency Plan

In the event of closure of Broughton After School Club, due to an emergency or planned closure, the team will always inform parents as quickly as they can.

In the event of long term or permanent closure of the Club, we will endeavor to provide a minimum of 1 months' notice to parents and families and direct parents to the Council's Family Information Service where they will find a full list of registered childcare facilities in the area.

During this time, we will also work with families to support the transition, help to prepare children for the changes, and, with the permission of the parents, share relevant information with new settings to ensure the best possible outcome for each child.

We will follow the necessary procedures regarding retention of documentation and data protection. Prior to the closure of our service, we will check that each child's records are up to date and ready to be given to the new care setting where requested. As per our **Retention Policy**, we will ensure that relevant documents such as safeguarding and financial records are stored securely for legal purposes and then appropriately destroyed / deleted at the end of the required retention period.

The Manager will notify the [Care Inspectorate](#) and the local authority as soon as possible of our intentions to close Broughton After School Club and follow their advice.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the Manager.

Scotland's Health & Social Care Standards	Contingency Plan
Responsive care and support	
1.16 - As a child or young person needing permanent alternative care, I experience this without unnecessary delay.	
2.20 - If I need or want to move on and start using another service, I will be fully involved in this decision and properly supported throughout this change.	
4.12 - I receive proper notice and I am involved in finding an alternative if the service I use plans to close or can no longer meet my needs and wishes.	
4.13 - I have enough time and support to plan any move to a new service.	
4.15 - I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.	
4.22 - If the care and support that I need is not available or delayed, people explain the reasons for this and help me to find a suitable alternative.	

Departure from the club

We understand that as children grow and become more confident, they may feel ready to make short journeys themselves, for example to and from school. BASC believes it is important to support children in their independence and encourage responsibility, and we will aim to develop this within the club. However **as per the conditions of our registration and guidance from our governing body we cannot permit any child to travel from our setting alone.**

Broughton After School Club policy is that an adult or named person over the age of 16 must pick up the child at the end of their session.

You must let the manager know as soon as possible if there is to be a change to your child's designated pick-up person as the club will not release your child to a person they do not know or have not been informed is picking them up.

Please do not hesitate to discuss this policy further with us.

Scotland's Health & Social Care Standards	Independent Arrival / Departure & Travel Policy
Dignity and respect	
2.6 - I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.	
Wellbeing	
2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.	

The Duty of Candour Policy

The aim of this policy is to ensure that the setting is meeting the procedure and legislative requirements of the 'Duty of Candour Procedure (Scotland) Act 2018.'

The policy outlines the setting's procedure in regard to any unexpected or unintended incident resulting in harm or death. The Duty of Candour Procedure will be activated after consultation with a relevant health professional.

The Duty of Candour Procedure

- Identify unexpected or unintended incident.
- Notify the person affected (or family/relative if appropriate) through preferred method of communication.
- Provide an apology.
- Carry out a review into the circumstances leading up to the incident.
- Offer and arrange a meeting with the relevant person (considering their views and questions)
- Provide a written account of the incident.
- Provide information on identified areas of improvement, next steps and actions.
- Make available contact details for key persons within organisation and suitable support/ information to relevant person (and employees).
- Offer written apology.
- Prepare and publish an annual report on the Duty of Candour.

Appropriate training and support will be provided to the staff to ensure they follow the duty of Candour policy and procedures and to embrace a culture of learning.

We aim to ensure we are honest, open and supportive to users of the setting and that we continue to provide a safe, effective and person-centred approach to care.

Broughton After School Club will ensure that an annual report is published to outline how the Duty of Candour procedures have been followed for all cases identified.

Emergency Evacuation Procedure

For the safety of all in Broughton After School Club's Care we have developed the following procedure to evacuate the premises as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak, etc.

The children and staff will run through the evacuation procedure every four months. We do this with the children and staff so as they will not be alarmed in the event of a real emergency situation, and so that the children learn the importance of being able to escape from the Club quickly and safely in an emergency. Details of all practice evacuations will be recorded in the Fire Drill Logbook.

The following procedure should ensure a swift, safe evacuation:

1. Sound the alarm. As well as any smoke alarms that may be sounding, we will alert all children by calling them.
2. Evacuate the children using the safest and nearest exit available.
3. If it is safe to do so we will take:
 - Register/sign out folder with Emergency Contact numbers.
 - A mobile phone
4. Staff will assemble all the children outside the front of school and if/when appropriate the children will then move to the gym via the faraway stairs to ensure distance from the club.
5. Contact the emergency services and then parents to collect their children.
6. Comfort and reassurance to the children will be provided in a timely manner.
7. Follow the instructions of the Emergency Services.
8. We will not return to the building until the Emergency Services have declared it safe to do so

Any real situation that has required an emergency evacuation will be reported to the [Care Inspectorate](#) along with a full report of the actions taken.

Equal Opportunities and Inclusion Policy

BASC aims to provide an inclusive environment for all children and their families and actively promote equality of opportunity and anti-discriminatory practices. All children and families are treated with equal respect and concern and are welcome in our setting.

We value and respect all different races, origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will not discriminate against children on the grounds of disability, class or family status. We will challenge any remarks or behaviour from either children or adults that we feel are inappropriate, and we will promote equality at all times.

The Club provides equal chances for each child to learn and develop to their full potential, taking into account each child's age and stage of development, gender, ethnicity, home language, and ability.

The Team is aware that some children may have special needs or require additional learning support. We will ensure that appropriate action is taken when a child is identified as having special needs or starts in our care. Please refer to my **Special Needs, Additional Support for Learning Policy** for further details.

For children whose home language is not English, the staff will take reasonable steps to provide opportunities for children to use and develop their language through play and activities. We will also support their learning and use of English, ensuring they have sufficient opportunities to learn new vocabulary and practice their literacy skills. We will regularly communicate progress with parents so we can work together to best support their child's language learning.

We provide and make sure that all children have access to a range of books, puzzles and other toys which provide positive images and examples of the diversity of life in our society.

BASC believes in the benefits of encouraging and supporting gender equality and fluidity from an early age and allows girls and boys and equal access to all toys and resources. There are no 'girl toys' or 'boy toys' in our setting and we make use of resources that challenge stereotypical ideas on what behaviours or careers are open to men and women.

We encourage the children in our care to learn more about their own culture and to find out about the culture and religions of other children. We do this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals.

Broughton After School Club strives to always help children to feel good about themselves and others by celebrating the differences which make us all unique individuals.

1.1 - I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.

1.2 - My human rights are protected and promoted and I experience no discrimination.

2.3 - I am supported to understand and uphold my rights.

3.1 - I experience people speaking and listening to me in a way that is courteous and respectful, with my care and support being the main focus of people's attention.

3.3 - I have agreed clear expectations with people about how we behave towards each other, and these are respected.

3.5 - As a child or young person, I am helped to develop a positive view of myself and to form and sustain trusting and secure relationships.

4.1 - My human rights are central to the organisations that support and care for me.

4.2 - The organisations that support and care for me help tackle health and social inequalities.

2.8 - I am supported to communicate in a way that is right for me, at my own pace, by people who are sensitive to me and my needs.
 3.10 - As a child or young person I feel valued, loved and secure.
 4.3 - I experience care and support where all people are respected and valued.

Be Included

1.9 - I am recognised as an expert in my own experiences, needs and wishes.
 1.10 - I am supported to participate fully as a citizen in my local community in the way that I want.
 2.9 - I receive and understand information and advice in a format or language that is right for me.
 2.10 - I can access translation services and communication tools where necessary and I am supported to use these.
 3.12 - I can understand the people who support and care for me when they communicate with me.
 3.13 - I am treated as an individual by people who respect my needs, choices and wishes, and anyone making a decision about my future care and support knows me.

Wellbeing

1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.
 3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

Environment & Sustainability Policy

The effects of climate change are a worldwide concern. We all have a responsibility to do what we can to protect the environment and encourage methods and resources that will contribute to a sustainable future. We champion eco-friendly practices in our setting and help children learn to respect and care for the environment.

- We provide regular outdoor play experiences, allowing children to interact with and appreciate the world outdoors. We support them in learning about nature, habitats, life cycles, weather and climate.
- We offer activities that encourage connection with the nature and the natural environment, exploring natural materials such as wood, stone, sand and water.
- We involve children in gardening activities, learning about plants, making use of gardening tools and growing our own plants, fruit and vegetables.
- We engage children in learning about the food cycle, where food comes from, how it is harvested and cooked. We discourage food waste and encourage children to help with the baking of meals and snacks allowing them to see what whole foods look like before they are prepared, cooked and served.
- We use and teach children about the concept 'Reduce, Re-Use and Recycle', encouraging water conservation, energy efficiency and waste reduction. For example, turning off lights and equipment when not in use, ensuring taps are turned off properly, minimising waste by using materials in a sustainable way, reusing water by emptying water play containers in the garden, putting food waste into compost, recycling and re-using materials for play and learning activities, etc.
- We regularly talk with children about the importance of looking after our planet and the environment.
- We celebrate children's environmental knowledge and show appreciation when they show respect for the environment and use eco-friendly procedures.
- We make use of environmental teaching resources and encourage children and families to take part in environmental awareness events such as Earth Day, Walk to School Week, World Oceans Day, etc.
- We source sustainable resources and equipment, making use of sustainable or recyclable materials whenever possible.
- We try to use paperless systems and digital methods to share information and communicate with parents and families therefore minimising the use of paper and reducing waste.

- Sustainable ideas and suggestions are always welcomed and implemented wherever possible. Information about our environmental efforts and achievements are shared regularly via conversation, emails, and newsletters.

We hope that you will work with us to encourage children to respect and care for the environment, and help them to learn about, and implement eco-friendly practices.

If you have any suggestions that you would like to see implemented at the club, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Environment & Sustainability Policy
Wellbeing	
1.32 - As a child, I play outdoors every day and regularly explore a natural environment.	
1.38 - If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.	
4.25 - I am confident that people are encouraged to be innovative in the way they support and care for me	

Food Safety Policy

The Club staff have a duty to ensure that safe and healthy practices are followed regarding the storage, preparation, handling and serving of food within the Club setting when providing children with snacks or doing cooking activities with the children.

We understand that some children may have special dietary requirements due to an allergy, intolerance, sensitivity, health condition, or because of cultural or religious beliefs. We will always obtain information about any special dietary requirements, preferences or food allergies through your filled in online account before your child starts at this Club and understand we have a legal responsibility to provide correct allergen information about the ingredients in the food we serve.

Hygiene

- We are aware of the importance of good personal hygiene. Staff always wash hands thoroughly prior to handling or preparing food.
- We help children to wash and dry their hands correctly prior to meals, snacks or handling food. Children must also wash their hands after going to the toilet. We display a hand washing poster in the toilet and regularly talk to children about the importance of good hygiene to prevent the spread of germs and infection.
- We ensure that all work surfaces and utensils have been thoroughly cleaned before any food preparation or food handling takes place.

Storage & Handling

- We check our fridge and cupboards regularly for foods that have past their use by date and always check labels before use.
- We check cooking guidelines on packaging before preparing and serving food.

Allergens & Special Dietary Requirements

- We record and act on information regarding any allergies or special dietary requirements. We request parents complete and regularly review the dietary information provided on their online account.
- Where parents provide packed lunches, meals, or snacks for children to eat at the club, we will try to ensure that foods are not swapped or shared between children.
- Broughton After school Club provides parents with information about allergens and may request that certain foods are not brought to the setting to avoid unnecessary risk to children with allergies or strict dietary needs. We also request that parents read the **Healthy Eating Policy**.
- When food is being provided out with the setting, for example on an outing, we will always double check what is being served is suitable, paying particular attention for children with allergies.

Serving Food

- We will check that foods are cooked properly and allowed to cool sufficiently before serving to children.
- Children are encouraged to sit together at the table for meals and snacks and are never left unsupervised whilst eating.

In the event of an outbreak of food poisoning affecting two or more children looked after on our premises we will notify the [Care Inspectorate](#) as soon as possible and at least within 14 days of the incident occurring in order to comply with regulations.

We keep all food receipts, including those under £10, so that if there is an outbreak of food poisoning within our setting, this will assist in tracing the location where the food was purchased.

Please refer to the **Healthy Eating Policy** for further details of food provision including how we follow nutritional guidelines and provide opportunities for children to learn about and experience different foods whilst supporting them in making healthy choices.

Scotland's Health & Social Care Standards	Food Safety Policy
Responsive care and support	
1.23 - My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected.	
Wellbeing	
1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.	
1.33 - I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.	
1.34 - If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.	
1.35 - I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.	
1.36 - If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate	
1.37 - My meals and snacks meet my cultural and dietary needs, beliefs and preferences.	
1.38 - If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.	

Head Lice Policy

What are they?

Head lice are tiny, wingless insects that live amongst human hair and feed off tiny amounts of blood drawn from the scalp. Adult lice are usually greyish brown in colour and will grow to no bigger than a sesame seed. Adult lice will lay eggs (nits) on the hair shafts close to the scalp, these usually look like tiny yellow / tan dots and will hatch within one to two weeks. Whilst lice are not dangerous, they are contagious and can be extremely difficult to get rid of when an infestation takes hold. Bites from head lice can cause also cause intense itching and irritation of the scalp which can be distressing.

Who gets head lice and how do they spread?

Head lice infestation has nothing to do with poor hygiene and can affect people of all social classes and backgrounds. They will move from head-to-head without discrimination and are spread by direct head-to-head contact.

Lice can also be passed on when items such as combs, brushes, scarves, and hats are shared with an affected person. Unfortunately, children are more susceptible to head lice because they are often physically close to one another during play and activities.

How we manage and prevent the spread of head lice within our setting:

- We advise parents to check their children's hair regularly using a special lice comb to help aid early detection.
- We will contact parents so they can buy treatment shampoo as soon as possible and combing to the head can begin.

Parents must inform us immediately if they discover that their child has head lice.

We will inform all parents of an outbreak but will never name the affected child in respect of confidentiality. All parents will be provided with a copy of this policy which includes information on the detection, effective treatment, and future prevention of head lice.

We will never exclude a child from our setting because they have headlice unless we are concerned that parents are not following recommended guidance to treat and prevent further infestation, as we must consider the health and wellbeing of all children in our care.

Treatment & Prevention of Head Lice

Effective Treatment

Headlice can be effectively removed using a special fine-toothed comb on wet, conditioned hair. Wash the hair then apply conditioner but before rinsing out, brush to straighten, then use the fine-toothed comb to go through the hair carefully in sections, starting at the scalp and combing to the end of the hair. Check and wipe the comb after each stroke to remove any lice or eggs. Rinse out the conditioner then repeat the combing again. This process should be repeated frequently over the coming days to disrupt the headlice development cycle. Every three days for the following two weeks is recommended.

Medicated shampoos and over-the-counter treatments are also available to assist with the removal of headlice. Advice should be sought from your pharmacist to ensure the treatment is suitable for your child. Many pharmacies also offer headlice treatment under the Minor Ailments scheme.

Where headlice have been found it is important that all members of the household are carefully checked and treated if required. You should also inform your child's school or childcare provider as soon as possible so that parents of other children who may have been in close contact are made aware and can check thoroughly for signs of lice.

Future Prevention

There are a number of ways you can help to prevent your child from catching head lice, for example keeping long hair tied back when they are likely to be in close contact with others and avoiding sharing brushes, combs, hats, scarves and towels. There are also a variety of repellent shampoos and lotions that can be used on a regular basis. You should always read the instructions and seek the advice of your pharmacist to ensure products are suitable for your child.

Scotland's Health & Social Care Standards	Head Lice Policy
Wellbeing	
1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.	

Health & Safety Policy

The BASC policies have been designed in keeping with the growing awareness that both physical and mental wellness play has an integral role in children's growth and development. By following these policies, the club ensures each child is being exposed to the social, physical, emotional, and cognitive benefits of play and exercise.

Outdoor play/learning

The Committee and staff believe that every young person should experience the world outside, and that it is an essential part of learning and personal development, whatever their age, ability, or circumstances. At Broughton After School Club, fun and explorative play happens everywhere, from our play area outside, to the botanical gardens opposite school, to the freedom of playing and exploring at local parks. During outside learning/play the staff continue to emphasise the development of self-esteem, communication and social skills, personal responsibility and citizenship as children start to understand the world around them. It

also allows them to take measured risk and develops independence. Our commitment to outdoor play (whatever the weather may be) was further supported financially by the committee with the purchase of 20 waterproof suits for the club so children can experience plays outside in all weather conditions.

BASC's Commitment to Physical Wellness

The club promotes physical activity through 'free play'. This is a key area for outside discovery and learning with friends or independently, and it develops skills such as problem solving, creativity, critical thinking, collaboration, and cooperation. We also provide a plethora of organised cardio-based activities such as football, basketball, dodgeball, Lava-Tig, etc.

The club employs sport playworkers to provide daily physical activities which are safe, fun, team building, and challenging.

The sport playworkers monitor and keep track of the physical activity progress of the children, including, agility, hand-eye coordination, cardio-vascular fitness, and specific sports skills. This has the purpose of helping the children to identify any areas of improvement. Monitoring their progression also helps the children to grow their self-confidence as they physically develop.

The sport playworkers are required to register with the SSSC and must always be consciously aware of the health and social care standards.

To encourage and highlight achievement during sport-based activities the club regularly presents awards and rewards in the form of medals, mini-trophies and stickers to the children.

BASC's Commitment to Mental Wellness

The club is committed to taking a holistic approach when it comes to promoting mental health and wellness. The club understands positive mental wellbeing can be achieved only through focusing on several aspects simultaneously, including healthy eating, positive social interactions, an ever-growing emotional awareness, physical exertion, and cognitive stimulation.

The club ensures each new child joining us feels welcomed by all staff and children. Each child should feel included, appreciated, and valued for their individuality.

The club has a children's committee to ensure the children have a collective voice and to promote a shared sense of responsibility. The committee members serve to provide leadership amongst the children and will regularly assemble to reward children or staff members for their commitment to the club's values or to discuss any impending issues.

The club also ensures that the children are heavily involved in the decision-making process of the club. This includes:

1. selecting where to go on outings
2. selecting what activities they want to take part in
3. selecting and voting for committee members
4. writing suggestions for themed days during the holiday period
5. giving feedback on activities
6. choosing where they want to play
7. choosing what new equipment or games should be bought by the club

The club celebrates diversity among members and will take the opportunity to educate the children about the customs and norms of different cultures.

The club also educates the children about the importance of a healthy, balanced diet. That said, the club provides a variety of fruits and vegetables every day to ensure children are eating well and have the energy to take part in activities.

The club's staff are instructed to monitor the well-being of children, and will report to the club's manager if they perceive adverse changes to the child's well-being.

The club promotes cognitive stimulation by providing children with activities that require problem-solving or imaginative thinking. The club's policy is to also allow children to take ownership of their activities with minimal intervention from staff when necessary.

The club is also committed to ensuring its staff feel supported and provides training opportunities for staff members to continually develop their professional skills. The club views the well-being of staff as the foundation to children wellness.

The day-to-day practical Health and Safety of your child is very important to us too, we therefore have the following procedures in place to support this:

- We do a visual risk assessment of the club every day before children arrive, and a written risk assessment every week to ensure that it is a safe and clean environment
- We regularly check electrical equipment, ensure sockets are not overloaded and where possible secure wires and cables so as they are out of reach of young children. The council also does Pac tests annually.
- All equipment is checked and cleaned nightly.
- Sleeping children will be regularly monitored.
- BASC has procedures in place in the event of a fire or other emergency (see separate Emergency Evacuation Procedure)
- fire safety checks are in place by the school where our fire test panel is. We carry out fire drills with the children so that they learn of the importance of being able to escape from the Club quickly and safely in an emergency.
- BASC follows strict hygiene guidelines to prevent contamination (see separate Hygiene Policy)
- BASC keeps the kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature.
- Bins are emptied daily in the outdoor rubbish bin.
- In line with the council policy, no smoking is allowed in the premises or grounds of the after-school club or their school facilities (see separate No Smoking Policy).
- BASC has strict Child protection guidelines in place (see separate Child Protection / Safeguarding Policy)
- When on outings or visits to the park, children will not be allowed to 'wander off' and will never be left unattended. Their play will be supervised at all times.
- BASC keeps emergency contact details on hand at all times should we need to contact parents.
- BASC will work with the children to teach them about safety issues like crossing the road and talking to strangers.
- BASC encourages and teaches the children about making healthy food choices and doing physical exercise.
- We will restrain a child if they are putting themselves or others in danger, for example running into a road.

If you have any concerns regarding the health and safety of your child please discuss them with us.

Scotland's Health & Social Care Standards	Health & Safety Policy
Wellbeing	
2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.	
2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.	
5.17 - My environment is secure and safe.	
5.22 - I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishings and equipment.	

Healthy Eating Policy

As a health promoting after school club, BASC is committed to encouraging and developing positive attitudes towards food and a healthy diet. In accordance with Every Child Matters Agenda (2004), and to support the 5 outcomes for children, promoting a healthy lifestyle is integral to our curriculum and we

recognise the importance of offering children the opportunity to make informed choices about what, when, where, and why they eat. This policy was further developed to recognise the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations (2020).

As a Club we know that food is fundamental to the quality of a child's life, not just in providing essential nutrition but in communicating and sharing positive values, attitudes and experiences with each other. We believe that adults (staff, parents, and carers) should be good role models and should support the children in understanding how balanced nutrition contributes to a person's health, happiness and general well-being.

1. Aims and Objectives

1.1 To improve the health of pupils by helping to influence eating habits through increasing knowledge and awareness of food issues including what constitutes a healthy diet.

1.2 To ensure pupils are well nourished at the club and that every pupil has access to safe, tasty and nutritious snacks and a safe, easily available water supply during their time in the club.

1.3 To ensure that food provisions in the club abide by the ethical and medical requirements of staff and pupils e.g., religious, vegetarian, medical and allergenic needs.

2. Organisation – Curriculum

2.1 We believe that opportunities to teach about the importance of living a healthy lifestyle occur throughout the day within the club and is therefore part of our informal curriculum.

3. Organisation – Management of Eating

At Broughton After School Club, we have agreed on the following statements:

3.1 Children in the club benefit from the availability of fruit, vegetables, and sandwiches. Children will be encouraged to eat this snack as part of their daily break time. Sandwiches meet the criteria stipulated in the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations (2020). At the club we ensure that no child is hungry or in want of food.

3.2 All children are encouraged to drink water and can access to water throughout the day through a cup and water pitcher which they can pour themselves as they need or ask for help from staff. Water fountains are also provided in the school for additional access to drinking water.

3.3 Chewing gum and fizzy drinks are not permitted on the school premises or while the children are in our care.

3.4 Pupils' lunch boxes should offer balanced nutrition.

3.5 We teach the children to enjoy less healthy foods in moderation.

3.6 Birthdays and special events/parties in club are times where food contributes to a sense of celebration and sharing. On these occasions, foods other than fruit or vegetables may be offered, but the staff will remind the children that this is an occasional treat and not "everyday food."

3.7 The Broughton After School Club is aware of the possibility of food allergies within the setting. Parents or carers of children who are on special diets for medical or religious reasons, or who have allergies, will be asked to provide as much information as possible about which foods are suitable and which foods which must be avoided. This information will be impressed on all staff to ensure the parent's /carer's guidelines are adhered to.

3.8 Children are taught not to share packed lunches and parents are reminded about the need to avoid sending in packed lunches containing nuts. In the interest of Children's long term safety, all children will learn to be aware of the risks of cross contamination and how to manage the risks themselves.

3.9 Portion – no child is made to finish all the food that they are offered because we know that appetites vary from person to person. However, we do actively encourage the children to "try a little bit more" to ensure that they are not hungry later in the day. Likewise, we teach about food waste and the importance of taking only the amount of food you want to avoid waste.

4. Friday Lunches and cooking activities

- 4.1** We respect the children and give them time and space to eat in a calm and attractive environment. We help the children to see that enjoying food and eating meals with others contributes to a happy lifestyle.
- 4.2** We encourage the children to try new foods and flavours in a supportive environment.
- 4.3** The tables and chairs are bright and circular to allow for children to sit in friendship groups promoting the idea that lunch times are a happy, social occasion.

Scotland's Health & Social Care Standards	Healthy Eating Policy
Wellbeing	
1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.	
1.33 - I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.	
1.34 - If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.	
1.35 - I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.	
1.36 - If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate.	
1.37 - My meals and snacks meet my cultural and dietary needs, beliefs and preferences.	
1.38 - If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.	
1.39 - I can drink fresh water at all times.	
2.21 - I take part in daily routines, such as setting up activities and mealtimes, if this is what I want.	

Illness Policy

We at Broughton After School Club must consider the health and safety of all children and families, and therefore insist that children do not attend the club if they are unwell or infectious.

Coronavirus

Please refer to our **Coronavirus Policy** for details of additional safety measures in place currently.

In view of the Covid-19 pandemic, and for the protection of everyone who has contact with the setting, we must treat any signs of illness with caution. The classic symptoms of Covid19 (runny nose, sore throat, headache) may easily be mistaken for a common cold so it is important to test.

Please keep your child at home if:

- They have a fever (a temperature of over 37.5C) or has had one within the last 48-hour period.
- They have a persistent cough, shortness of breath, sore throat, swollen glands, or earache.
- They have an upset stomach, has had diarrhea and/ or been vomiting within the last 48 hours.
- They have symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain or vomiting, or fever)
- They have a rash, especially with a fever or itching.
- They have mumps, measles, chicken pox, pink eye, impetigo, hand foot and mouth, conjunctivitis, or any highly contagious condition.
- They are feeling generally unwell.

If your child is unusually tired, pale, grumpy or lost their appetite, and unable to participate in the normal routine, they will be more comfortable in their own home with you.

If your child becomes ill whilst in our care, we will make them as comfortable as possible and try to isolate them from the other children. If we feel it is necessary, we will contact their parent and continue to care and reassure the child until parents arrive.

We follow advice from the Infection Prevention and Control in Childcare Settings guidance (Scotland) and if a child is found to be suffering from a notifiable disease (as identified by Public Health Infectious Diseases Regulations, 1988) we will inform the Care Inspectorate and the Health and Safety Executive. We will then act on any advice.

If you have any concerns regarding this policy, please do not hesitate to discuss them with us.

Responsive care and support

- 1.24 - Any treatment or intervention that I experience is safe and effective.
 4.12 - I receive proper notice and I am involved in finding an alternative if the service I use plans to close or can no longer meet my needs and wishes.
 4.14 - My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.
 4.22 - If the care and support that I need is not available or delayed, people explain the reasons for this and help me to find a suitable alternative.

Infection Control / Hygiene Policy

It is vitally important to prevent the spread of germs and illnesses. We use the following procedures and ensure that they are strictly adhered to.

- Children must wash their hands after going to the toilet or touching animals. They must also wash their hands before eating any meals or snacks.
- We help children to remember to wash and dry their hands correctly and regularly talk to them about why it is important to prevent the spread of germs and infection. We display a hand washing poster in the washrooms.
- We provide liquid soap and disposable paper towels in the washroom to enable children, staff and visitors to wash and dry their hands properly. The waste bins are emptied daily.
- We will help children to learn to wipe and blow their noses if they need help, and teach them the importance of throwing away dirty tissues to prevent the spread of germs. We will also encourage them to cover their mouths when they cough.
- We follow strict hygiene routines in the kitchen, ensuring the fridge is at the correct temperature and that food is stored correctly inside. We ensure safe and healthy practices are followed regarding the storage, preparation, handling and serving of food within the setting.
- BASC uses a daily cleaning schedule to ensure equipment and toys are cleaned and maintained regularly. We use antibacterial spray to clean equipment and toys.
- As detailed in our **Illness Policy**, we request that children who are unwell are kept at home. Children must not attend our setting if they are displaying symptoms of a possible communicable disease, contagious condition, or have been suffering from a fever, sickness, or diarrhoea within the last 48 hours.
- BASC provides all parents with information regarding our procedures on hygiene, infection control, illness, and food safety. This information is readily available online as well.

In order for us to carry out these procedures effectively, we will need you as parents to adhere to these policies if your child is unwell so that we may lessen the spread of any further infections.

If you have any concerns regarding the infection control procedures, please do not hesitate to discuss them with us.

Wellbeing

- 5.18 - My environment is relaxed, welcoming, peaceful and free from avoidable and intrusive noise and smells.
 5.19 - My environment has plenty of natural light and fresh air, and the lighting, ventilation and heating can be adjusted to meet my needs and wishes.
 5.22 - I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishings and equipment.

Internet Safety Policy

The use of technology is restricted to holiday clubs and the children have a very limited time per day for this. We have chosen not to allow children to get on the internet here at the club, other than to play a game against another child who is present at the club at that time, as it is an activities club where lots of social interaction occurs, and feel we would like home and school to be the place to develop their IT skills rather than our club.

We have a social media contract that we ask all children and parents to sign if they wish to use electronics during holiday time to ensure that all in our care are protected from potential cyber harm.

If you would rather your child was not allowed access to the internet then please let us know.

Please refer to the **Privacy Notice** for further information about our data protection procedures and responsibilities.

Scotland's Health & Social Care Standards	Internet Safety Policy
Wellbeing	
2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.	
2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.	
3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.	

Late Payment of Fees Policy

BASC is able to run through the support parents on behalf of all our children. The club receives no funding apart from the fees we receive from parents. When parents fail to meet their obligations, we unfortunately all suffer the financial consequences. The committee is aware that sometimes parents can have difficulty paying their bill, but the committee still has to remain responsible to all members.

1. Bills will be issued before the last Friday in each month. All bills are expected to be settled in full seven days after they are issued.
2. If you have difficulty meeting this in any one month, please speak to the Club Manager in the first instance.
3. If there is no payment made (or no satisfactory arrangements to pay in the future) before the next bill is issued, then you will be given a four-week notice that service will be withdrawn from your child(ren).
4. If no payment (or satisfactory arrangement to pay) is made at the end of that notice period, then service will be withdrawn.
5. The club reserves its rights to pursue debts through whatever means are available to it. The cost of this will be charged to your account.
6. If you wish to appeal against decisions taken under this policy, please submit your appeal in writing to the club chairperson within seven days of the withdrawal of service. The chairperson will hear your appeal within seven days of receiving it.
7. If the chair upholds the decision, you have a right to appeal (in writing) to the committee of the club within a further seven days, who will hear your appeal within 14 days of receipt.
8. Following a decision to withdraw service, you will be disqualified from membership of the club until all outstanding arrears are settled in full.
9. Any reinstatement of membership will be through the club's normal admission criteria.

Should you have any queries regarding this policy, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Fees Policy
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Dignity and respect
2.5 - If I need help managing my money and personal affairs, I am able to have as much control as possible and my interests are safeguarded.
Responsive care and support
1.18 - I have time and any necessary assistance to understand the planned care, support, therapy or intervention I will receive, including any costs, before deciding what is right for me.

Loss & Damage to Personal Property Policy

The team understands that from time to time your child may wish to bring personal belongings to the setting, for example a favorite toy or book. The purpose of this policy is to explain Broughton After School Club's level of responsibility with regards to personal belongings.

Broughton After School Club specifically asks all parents not to allow their child to bring mobile phones, iPads, iPods, tablets or any other digital device to the club during term time. During holiday clubs you can let your children bring in electronics which will be allowed until 10am, but these are brought at the owner's risk and have to adhere to the online safety policy with only age-appropriate content.

Should you insist on allowing your child to bring personal items to the setting, please be aware that the club cannot be held responsible for loss or damage.

Clothing and Footwear

We get lots of clothes left over at the end of every week which are not named and therefore we cannot give them back to their owner. Unnamed items are taken to the school lost property as we do not have the space to store it here. We ask that before your child joins us you write their name or initials onto the labels of all clothes. We encourage active and creative play at the club as this contributes positively towards children's learning and fun. We try to provide opportunities every day for outdoor play and regularly allow children to explore through arts and crafts and messy play activities. Whilst we do provide overalls and will do everything we can protect your child's clothes, accidents can sometimes happen. We ask that old clothes are worn for the messy days at the club so that if they are damaged this will not cause a problem for you. However, we always try to use water soluble paints and substances to allow clothes to clean easily.

Should you have any questions or concerns regarding this policy, please do not hesitate to ask.

Scotland's Health & Social Care Standards	Loss & Damage to Personal Property Policy
Dignity and respect	
5.3 - I have an accessible, secure place to keep my belongings.	

Lost Child Policy

MISSING OR ABSCONDING CHILD POLICY

Broughton After School Club policy for missing children in our care is as follows

- 1 If a child in our care goes missing, staff will carry out 10 minutes of concentrated. Other the children will be also questioned as to when they last saw the child.
- 2 If after 20 minutes the child has not been found, parents will be called and the police will be informed. During this time some staff will continue to seek out the missing child.
- 3 A member of the club will then inform the parent of developments, and the Chairman of the Management Committee will be contacted.
- 4 The staff will then be advised by the police as to further steps they may need to take, and will work together with the police and parents to bring a safe conclusion.

- 5 A review of the events will take place within 24 hours of the disappearance to see if improvements need to be implemented. This will be reviewed by the Management Committee when they meet.

Scotland's Health & Social Care Standards	Lost Child Policy
Responsive care and support	
3.17 - I am confident that people respond promptly, including when I ask for help.	
Wellbeing	
3.23 - If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.	

Mobile Phone, Camera and Photographs Policy

As a registered childcare provider, we are required by the [Care Inspectorate](#) to provide evidence of the activities we do with your children and display some of the experiences children can have while at the club. One of the most practical ways for us to provide this evidence is to take photographs. Photographs are an excellent way of recording the activities that we do to let you see what we are up to through our private Twitter account, as we know your child may not always communicate what they have been up to! The staff take photographs using their mobile phones, send them to the club phone to be uploaded, then delete all the photos from their phone. The Manager often confirms this has been done with staff.

We use photographs of children only for the following purposes and where explicit written consent has been given:

- To share children's experiences and achievements directly with parents
- As evidence of activities undertaken by the children
- To share information with existing and prospective families (display board, information / welcome booklets, and newsletters)
- To promote Broughton After School Club on our website or show our parents what we are up to on our private Twitter account.

We understand that some parents are concerned about photographs being taken of their children and for this reason we will require you to complete a permission form in your online account in order that we comply fully with parent wishes.

We do understand that your child may be accidentally or unintentionally included in photographs taken by other individuals during their time with us. Mobile phones and cameras are part of everyday life, and it is highly likely that your child may be photographed whilst out and about on our outing days, for example at soft play centers or the park. We will try wherever possible to keep your child out of photographs being taken by other people, especially if they are not known to us.

Data Protection

The club complies with data protection laws and takes adequate measures to ensure personal information is not used inappropriately or shared without consent.

Please refer to the **Privacy Notice** for further information about our data protection procedures and responsibilities.

Storage & Retention

Photographs will be transferred from the staff's mobile phone and digital camera and stored on the club computer which is secured with passwords and virus protection software.

If you have any concerns about the above policy, please feel free to discuss them with us.

Scotland's Health & Social Care Standards	Mobile Phone, Camera and Photographs Policy
Dignity and respect	
2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.	

Be Included

2.14 - I am fully informed about what information is shared with others about me.

Multiple Contact Policy

It is not uncommon for families to share care and the dropping off and collection of children with other family members and friends. As stated in our dropping off / collection policy, only adults who you have been added to your online collection list will be permitted to collect your child from the setting.

It is very important in these circumstances that we ensure that information is shared amongst all adults who may drop off and collect your child on a regular basis. Without an effective system in place important messages may not be passed on or information may be lost. An example of this may be where a grandparent normally collects a child on a Monday but has forgotten to pass on the message that children are to wear fancy dress that Friday. This could result in unnecessary upset for the child, a confused parent and a grandparent left feeling guilty for simply mislaying the note. It is therefore important to keep communication with all adults involved.

Should you have any concerns regarding this policy, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards

Multiple Contact Policy

Be Included

2.14 - I am fully informed about what information is shared with others about me.

No Smoking or Vaping Policy

In accordance with safeguarding and welfare requirements and as required by [The Health and Social Care Standards](#) children should be cared for in a safe, hygienic and smoke-free environment. We therefore have a no smoking or vaping policy in place. In line with the Edinburgh Council, we don't allow smoking on Council Property

No one is permitted to smoke, vape or use e-cigarettes in a setting used for childcare purposes.

We will never take the children into smoky environments and understand the risks associated with second hand smoke. We will avoid places that permit smoking wherever possible and will always keep children as far as reasonably practical away from people who are smoking when out in public.

Scotland's Health & Social Care Standards

No Smoking or Vaping Policy

Wellbeing

5.18 - My environment is relaxed, welcoming, peaceful and free from avoidable and intrusive noise and smells.

Outdoor Play Policy

We encourage outdoor play as much as we can, and give children opportunities every day to be active and explore outside. Children can learn so much from being outdoors through activities that allow them to experience nature and the world around them. Outdoor play also brings with it several benefits including promoting active, healthy lifestyles, learning to manage risks, building on physical and cognitive development, supporting social skills and developing appreciation for nature and the environment.

For example, through outdoor play children can:

- Learn to manage risks and gain confidence when trying new or higher risk activities, such as learning to use ride on toys, climbing / large play equipment, navigating around objects, slippery or uneven

ground, and coming into contact with nature.

- Develop gross motor skills – running, climbing, lifting, moving objects, balance and coordination skills, such as activities, or games or opportunities that encourage body movement or object control.
- Develop awareness of own space and others during play, such as learning to aim, dodge, reach targets, developing perception skills, and improving reaction times.
- Build friendships and learn to work in a group or as part of a team. For example, through interaction with others outdoors, at the park, team games, and group activities.
- Learn about the wider community and local area, developing their sense of belonging and pride for their home town through recognising places or people they know, taking part in local events, or learning about local culture and traditions.
- Explore and learn to use tools and equipment such as gardening tools, water / sand play toys, and construction activities.
- Listen, follow instructions, and develop an understanding of hygiene and safety measures through activities that involve a process / series of steps, washing hands after outdoor play / touching animals, and abiding by rules to keep us and others safe.
- Learn about nature, flowers, insects and animals and develop an understanding of our impact on the natural environment with gardening activities, nature walks, habitat exploration, and conservation projects.
- Increase their vocabulary as they explore their surroundings and discover new things by learning new words from the outdoor world, reading signs or labels outdoors, instructions, or using natural materials to write letters or form words.
- Explore their senses, talking about what they can see, hear, smell, touch and taste from the world outdoors to share sensory experiences by listening, smelling, tasting, touching, naming and identifying.
- Experiment with natural materials and explore natural colours and textures such as mark making in sand, mud, water; collecting and sorting leaves, stick, stones; construction activities and using natural objects.
- Look for shapes and patterns, similarities and differences, counting and comparing objects as well as collecting, sorting, categorising, ordering and comparing natural objects, and exploring prints, marks and rubbings.
- Question and investigate the natural environment, discovering, identifying and problem solving, learning about plants, insects, animals, gardening, farming, food cycles, how things work, human intervention, and construction activities using natural resources.
- Learn about change in the natural environment such as lifecycles, growth and decay, seasons and weather, climate change and eco-friendly habits.

As well as understanding all of the benefits outdoor play can bring, it is important to also evaluate the risks and ensure measures are put in place to keep children safe.

- We regularly complete and review risk assessments for all areas of the setting that children have access to including all outdoor play areas.
- As per our risk assessment, we continually try and ensure the playground is safe, walls and fences are secure and the gates are closed.
- Children are supervised at all times and outdoor toys and play equipment are regularly checked and risk assessed.
- We request that parents provide suitable clothing to ensure that their child is comfortable when playing outdoors, for example warm clothing if it is to be cold or waterproofs if it is to be wet. We also request sunhats and suitable sunscreen is provided during hot weather.
- We encourage self-care skills before going outdoors by asking children to gather and put on their coats and shoes, etc. We offer assistance where required and always check children are ready and comfortable.
- In the event of extreme weather, it may be unsafe to take part in outdoor play. In such circumstances, we will always try to offer alternative active play activities indoors, for example dancing, movement games, sports, indoor obstacles or an outing to a soft play centre.

If you have any suggestions for outdoor play activities, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Outdoor Play Policy
Wellbeing	
1.25 - I can choose to have an active life and participate in a range of recreational, social, creative, physical and learning activities every day, both indoors and outdoors.	
1.32 - As a child, I play outdoors every day and regularly explore a natural environment.	
2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.	
2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.	
4.27 - I experience high quality care and support because people have the necessary information and resources.	
5.20 - I have enough physical space to meet my needs and wishes.	

Outings Policy

We believe it is important to take children on outings to support their development, to learn about the world around them, and to have fun! We carry out proper planning to ensure the safety and welfare of all children involved. We have the following procedures in place:

- We keep parents informed of outings such as times for collections and dates of these.
- We do a risk assessment for each place that the club and children choose to visit beforehand to ensure that the setting is safe and suitable for the children. This also allows us to assess what facilities are there (toilets, etc.), how we are going to get the children to and from the location safely, and how we will manage them when we are there.
- Whilst walking we will ensure that we have the necessary equipment and resources to keep children safe and comfortable.
- If travelling by bus we use the number on number off system, and where possible keep all the children together. At no time will a child ever be out of the staff's eyeline.
- We ensure that we take everything with us that we need, for example, emergency contact list, a first aid kit, spare clothes, mobile phone, drinks and snacks, and spare clothes.
- We will check the weather forecast prior to any outing and ensure that all children are dressed appropriately. If hot weather is forecasted, we will apply sunscreen to children before leaving the setting and ensure all children have a bottle of water to maintain hydration.
- We will never leave children unattended when on an outing.

We endeavour to organise outings that the children request and vote on and try to take full advantage of any suitable community events or exhibitions. We will also try to plan outings suitably around weather forecasts and seasonal changes.

If you have any concerns about the above policy, please feel free to discuss them with us.

Scotland's Health & Social Care Standards	Outings Policy
Wellbeing	
3.25 - I am helped to feel safe and secure in my local community.	

Physical Contact Policy

As a registered childcare provider, we regularly make physical contact with children in order to meet their individual care requirements.

Emotional Needs and Affection

We are very aware that each individual child has different physical needs. Some children like to be affectionate and show this through hugs, hand holding or climbing on the staff for a story, etc., whilst others are not so physically affectionate.

The staff are happy to hold hands with your child or hug, providing your child is comfortable with this. We will never force a child to do any of the above if it makes them feel uncomfortable.

Safety and Guidance

On rare occasions members of staff may need to physically restrain a child. Examples of this would include if a child was at risk of inflicting harm on themselves or others or if they were to try to run into the road or other dangerous situations. Should we need to restrain your child we will document it in the incident book and ask you to sign the record. This is to protect all parties involved.

Self-Care and Hygiene

In order to ensure hygiene routines are carried out properly, some physical contact is necessary, for example to help with washing hands and faces and wiping noses. We are also happy to assist with changing our younger children for swimming, although encouragement will be used for them to try and do this by themselves first. We will also assist and with toileting accidents if needed.

If you have any concerns, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Physical Contact Policy
Compassion	
3.9 - I experience warmth, kindness and compassion in how I am supported and cared for, including physical comfort when appropriate for me and the person supporting and caring for me.	

Play Policy

- 1 in 6 children in Scotland do not have access to outdoor space for play
- Children burn more calories 'just playing' than they do in PE or sport
- 51% of children and young people have at some point been told to stop playing in the street or areas near their home
- Children need wilder places to play where they can take risks (ROSPA)
- There are 11,210 playworkers in Scotland working in after school clubs, holiday playschemes, parks, adventure playgrounds, play bus and breakfast clubs
- 85% of children in Scotland say they do not spend enough time engaged in 'free play.' 76% said that this was due to poor quality of play spaces available.

Introduction:

This policy has been drawn up by the play co-ordinator and manager and discussed with all other staff and Committee members.

Aims and objectives: At Broughton After School Club, we aim:

- To provide a stimulating, challenging programme where children can thrive and feel secure, yet experience new challenges in a safe and monitored environment.
- To provide planned and purposeful activities that give opportunities for children to develop social skills and to help them learn through play.
- To provide opportunities for child-initiated activities.

Management and organisation:

Play is the main purpose of the After School Club and the activities are continuously linked to children's needs and requests. We strive to ensure our indoor and outdoor play spaces include all of the play types essential for children's social, intellectual, physical, and emotional development:

- | | |
|------------------------|---------------------------|
| 1. Affective play | 09. Symbolic play |
| 2. Communication play | 10. Creative play |
| 3. Dramatic play | 11. Object play |
| 4. Fantasy play | 12. Mastery play |
| 5. Imaginative play | 13. Exploratory play |
| 6. Role Play | 14. Locomotor play |
| 7. Social play | 15. Rough and Tumble play |
| 8. Socio-dramatic play | 16. Deep play |
| | 17. Recapitulative Play |

Our play opportunities also allow the children to:

- Explore and experiment
- Relate to their world
- Acquire skills of problem-solving and organisation
- Develop language
- Develop imagination
- Acquire social skills
- Deal with success and failure
- Exercise choice, learn decision-making
- Become relaxed, secure and confident
- Cope with pressures, worries and fears

The children have access to different play spaces. These include the osprey (the after-school club building), the gym hall, drama room, dining hall and the top and bottom playground. They also have opportunities for outings which can vary from the beach or parks and soft play areas to cinema and bowling.

We feel it is important that the adults involved in these activities actually play with the children to promote play and learning. This involves making decisions on how to intervene effectively to support and extend the children's experience and skills. The staff are continuously observing individuals or groups of children to ensure they are not confused by choice and particularly to ensure safety, with measured risk during play.

Resources:

All resources that are appropriate for the children are easily accessible to them. These resources are regularly assessed by staff and children (equipment manager) and replaced if and when necessary. The children raise their own money to buy new resources in the summer and winter. Resources such as cooking materials are made accessible under strict supervision.

Special Educational Needs. The setting is within the Broughton Primary school grounds, although it has its own building with 3 steps at entry. The club room is arranged to enable easy access. Access to the playground is down 2 flights of stairs but has a hand rail. There is provision for right and left-handed children to use all the equipment and an assortment of writing implements, such as thick and thin pencils and pencil grips. Staff are trained and constantly seek training to meet all children's needs.

Assessment, Recording and Reporting:

All children have a Child File with personalised observation reports done by staff and next steps held in a private folder in the manager's office. These can be accessed by users if requested in line with our data protection policy. Observations are carried out daily on different children and are discussed at the staff's weekly meeting to ensure all users are having the best experience possible and that the club is meeting everyone's needs. Relevant next steps are discussed with the user and follow up discussions ensure we have met their needs.

Parental Involvement:

The importance of play is clear in our Information booklet and Policies and Procedures booklet. We encourage parental involvement through one-to-one discussions, individual meetings and the parent's committee meeting. There is a parent's board and children's board available to all users. Parents are also encouraged to take part in our charity/fundraising events and to occasionally provide the club with additional support such as donating spare clothes, toys, etc.

Staff Development:

We constantly seek further training to ensure we have the relevant knowledge and abilities to meet all the user's needs. In-house training and feedback on courses allow all staff to be involved in the training process. Certificates are displayed on the staff board inside the club.

Monitoring, Evaluation and Review:

This policy will be reviewed annually and updated if necessary.

Please do not hesitate to discuss any aspect of your child's learning with us.

For further information about **GIRFEC / SHANARRI** please go to:

<https://www.gov.scot/policies/girfec/>

And links to **Realising the Ambition** and the **Curriculum for Excellence** can be found here:

<https://education.gov.scot/improvement/>

Scotland's Health & Social Care Standards	Care, Learning & Play Policy
Dignity and respect	
2.2 - I am empowered and enabled to be as independent and as in control of my life as I want and can be.	
2.6 - I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.	
3.4 - I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.	
5.1 - I can use an appropriate mix of private and communal areas, including accessible outdoor space, because the premises have been designed or adapted for high quality care and support.	
Compassion	
1.6 - I get the most out of life because the people and organisation who support and care for me have an enabling attitude and believe in my potential.	
1.7 - I am supported to discuss significant changes in my life, including death or dying, and this is handled sensitively.	
Be Included	
1.9 - I am recognised as an expert in my own experiences, needs and wishes.	
1.10 - I am supported to participate fully as a citizen in my local community in the way that I want.	
1.11 - I can be with my peers, including other people who use my service, unless this is unsafe and I have been involved in reaching this decision.	
2.11 - My views will always be sought and my choices respected, including when I have reduced capacity to fully make my own decisions.	
3.13 - I am treated as an individual by people who respect my needs, choices and wishes, and anyone making a decision about my future care and support knows me.	
4.6 - I can be meaningfully involved in how the organisations that support and care for me work and develop.	
5.11 - I can independently access the parts of the premises I use and the environment has been designed to promote this.	
Responsive care and support	

- 1.12 - I am fully involved in assessing my emotional, psychological, social and physical needs at an early stage, regularly and when my needs change.
- 1.13 - I am assessed by a qualified person, who involves other people and professionals as required.
- 1.14 - My future care and support needs are anticipated as part of my assessment.
- 1.15 - My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices.
- 1.19 - My care and support meets my needs and is right for me.
- 1.23 - My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected.
- 2.17 - I am fully involved in developing and reviewing my personal plan, which is always available to me.
- 2.18 - I am supported to manage my relationships with my family, friends or partner in a way that suits my wellbeing.
- 2.19 - I am encouraged and supported to make and keep friendships, including with people my own age.
- 2.20 - If I need or want to move on and start using another service, I will be fully involved in this decision and properly supported throughout this change.
- 3.18 - I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability or frailty.
- 4.11 - I experience high quality care and support based on relevant evidence, guidance and best practice.
- 4.15 - I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.
- 4.16 - I am supported and cared for by people I know so that I experience consistency and continuity
- 4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.
- 5.16 - The premises have been adapted, equipped and furnished to meet my needs and wishes.

Wellbeing

- 1.25 - I can choose to have an active life and participate in a range of recreational, social, creative, physical and learning activities every day, both indoors and outdoors.
- 1.26 - I can choose to spend time alone.
- 1.27 - I am supported to achieve my potential in education and employment if this is right for me.
- 1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.
- 1.30 - As a child, I have fun as I develop my skills in understanding, thinking, investigation and problem solving, including through imaginative play and storytelling.
- 1.31 - As a child, my social and physical skills, confidence, self-esteem and creativity are developed through a balance of organised and freely chosen extended play, including using open ended and natural materials.
- 2.21 - I take part in daily routines, such as setting up activities and mealtimes, if this is what I want.
- 2.22 - I can maintain and develop my interests, activities and what matters to me in the way that I like.
- 2.27 - As a child, I can direct my own play and activities in the way that I choose, and freely access a wide range of experiences and resources suitable for my age and stage, which stimulate my natural curiosity, learning and creativity.
- 4.25 - I am confident that people are encouraged to be innovative in the way they support and care for me.
- 4.27 - I experience high quality care and support because people have the necessary information and resources.
- 5.20 - I have enough physical space to meet my needs and wishes.
- 5.21 - I am able to access a range of good quality equipment and furnishings to meet my needs, wishes and choices.

Privacy Notice

In order to provide a professional care service and meet statutory requirements, it is necessary for Broughton After School Club to collect and record information about children and their families.

This privacy notice informs you about:

- What information is collected about your child and you as a parent / carer.
- The methods used to collect and securely store this information.
- What the information is used for.
- Whom information is shared with and why.
- The methods used to share information.
- How to request access to any data held about you and your child.

The type of information that we collect, hold, and share includes:

- Personal Information (such as names, dates of birth, family composition, contact information and emergency contact details)
- Sensitive Information (such as health / medical information, additional support needs and details of any other services involved)
- Characteristics and Preferences (such as ethnicity, religious / cultural preferences, nationality, language, dietary requirements, likes and dislikes, daily routine information)
- Attendance Information (such as sessions attended, absences and reasons for absence / non-attendance)

- Learning and Development information (such as observations, development progress and achievements, activity participation)

BASC collects this information for the following purposes:

- To ensure the wellbeing of all children and meet individual care needs
- To meet our statutory obligations as a childcare provider
- To respect family beliefs and where possible, tailor care to support existing routines, lifestyle choices and preferences
- To monitor and report on children's learning and development progress
- To access additional support services where applicable
- To access financial support or funding for eligible families
- To comply with the law with regards to data sharing
- To regularly assess the quality of our care service

The lawful basis on which we use this information:

Broughton After School Club collects and uses information about children and families on the basis of legal obligation, in order to meet statutory requirements as a childcare provider, and for the legitimate interests of everyone associated with our childcare service. We may also process special category data (for example details about ethnicity, religion, cultural preferences, diet or health) where explicit consent has been given for the purposes of meeting individual needs and care preferences.

Collecting Information

Whilst the majority of information collected is mandatory in order for us to meet the statutory requirements of a registered childcare provider (as required by the [Care Inspectorate](#) and [The Health and Social Care Standards](#)), some of it may be provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information we request is always for the purposes of delivering high quality care and improving outcomes for your child.

Sharing Information with parents and carers

BASC will share information with parents (and any other named individuals who parents have included in the contacts page of the online account) via the following methods:

- Verbally – face to face discussions or via telephone
- In writing / paper form – letters, forms, contact diaries, learning journals, progress reports
- Digitally – Emails or Text Messages

If there are any methods of communication you would prefer not to be used, please discuss this with us or put it on the preferences section of your online account.

Sharing Information with others

Any information given to the club, either verbally or in writing, regarding your child or your family will be treated as private and confidential. However, certain situations may require us (staff /Committee) to share details with others. These situations include:

- As evidence to the [Care Inspectorate](#) on request or inspection.
- To work efficiently with members of staff and ensure continuity of care.
- To seek advice from other professionals for example to assist with additional support or medical needs.
- To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.

- To apply for funding / early years entitlement

Only in exceptional circumstances, for example in an emergency situation or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police.

Displaying and Publishing Information

In order to share children's experiences and achievements with families, we like to display photographs of children taking part in activities and examples of their artwork and achievements in the club. We may also include photographs and share on our private Twitter page which may be viewed by existing and previous family club members. We will respect your wishes if you would prefer any images or material specifically relating to your child not to be included.

Requesting Access to Data

Under data protection legislation, you have the right to request access to information that the club holds about you and your child. To make a request for personal information, or if you would like access to your child's records and development information, please do not hesitate to ask the manager in person, via email, or telephone to make a request.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

If you have a concern about the way BASC is collecting or using your personal data, we request that you raise your concern with the manager in the first instance so that we can work with you to resolve the situation. Alternatively, you can contact the Management Committee at: chairperson.basc@gmail.com

Changes to Privacy Notice

This privacy notice will be reviewed regularly and updated as necessary to reflect any changes to data collection or processing methods.

If there is anything in this privacy notice you would like to discuss, please do not hesitate to contact us.

Scotland's Health & Social Care Standards	Privacy Notice
Dignity and respect	
2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.	
Be Included	
2.14 - I am fully informed about what information is shared with others about me.	
Responsive care and support	
4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.	

Promoting Positive Citizenship

As a **Care Inspectorate** registered childcare provider, we have a duty to promote British Values as part of the GIRFEC approach and as required by the Prevent Duty which came into force in July 2015. The Prevent Duty requires all childcare providers to understand the risk of radicalisation and know who to contact if there are concerns that a child is being drawn into terrorism or radicalisation.

According to the Department for Education, the fundamental British values can be broken down as the following:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

We promote these values in our club through our daily activities and routine.

Children are encouraged to use good manners, be kind and helpful, and to respect other people and the world around them. Through topics and themes, we teach children about British and other world traditions and cultures and what it means to be positive/model citizen:

- BASC promotes positive behaviour and teaches children about right and wrong. We encourage good manners and politeness and give praise to children for being kind and helpful.
- BASC provides opportunities for children to work together through group activities and games. Children learn how to listen, take turns, value contributions from others, compromise and work together towards a common goal.
- BASC ensures all children are listened to and responded to appropriately. By doing so children learn about mutual respect and that their choices and opinions matter.
- BASC provides opportunities for children to be involved in their local community, learn about where they live and to respect their surroundings and the environment.
- BASC uses topics, themes, and special dates and festivals from all over the world to help children learn about the wider world, similarities, differences, cultures and traditions.
- BASC makes sure that all children have access to a range of books, games, and other toys which provide positive images and representation of the diversity of life in our society.

We will always help children to feel good about themselves and others by celebrating the differences which make us all unique individuals.

Scotland's Health & Social Care Standards	Promoting British Values Policy
Dignity and respect	
3.1 - I experience people speaking and listening to me in a way that is courteous and respectful, with my care and support being the main focus of people's attention.	
3.3 - I have agreed clear expectations with people about how we behave towards each other, and these are respected.	
3.5 - As a child or young person, I am helped to develop a positive view of myself and to form and sustain trusting and secure relationships.	
4.1 - My human rights are central to the organisations that support and care for me.	
4.2 - The organisations that support and care for me help tackle health and social inequalities.	
Compassion	
4.3 - I experience care and support where all people are respected and valued.	
Wellbeing	
1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.	

Retention Policy

As a requirement of the General Data Protection Regulation (GDPR), and our commitment to be transparent on the way that we collect, store, and process information about you and your child, we have written this retention policy to explain in detail what happens to any information we hold when the time comes for your

child to move on from our setting. Please refer to BASC's **Privacy Notice** for further information about our data protection procedures and responsibilities.

Any data that Broughton After School Club retains relating to you or your child will fall under one of the following categories:

- **Safeguarding and Welfare Information**

e.g. Care Plans, Medical / Health Records, Attendance Registers, Accident / Incident, Existing Injury, Records, Medication Administration Records, Safeguarding – Records of Concern, Parent Permission / Consent Forms.

These items contain safeguarding and welfare information. We are required to retain these records for legal / insurance purposes until your child is 21 years and 3 months old.

- **Financial Records**

e.g. Contracts, Attendance Registers, Invoices & Payment Records, Records of Defaults / Legal Action

These items include payment and attendance information. For HMRC purposes, we are required to retain these records for 6 years.

- **Funding Application Information**

If your child's place has been fully or partly-funded, we are required by the local authority to retain any information relating to your funding application(s) under contractual necessity for a period of 3 years.

- **Contact Information**

As advised by the Information Commissioner's Office, we will also retain your contact information (phone number and email address) for up to one financial year after your child has left the setting. This will allow us to contact you to clarify any accounts or financial information where necessary, e.g., for tax credit claims or on request from HMRC.

BASC will ensure that all data is stored securely. Any paper records are kept in a lockable file and digital files are stored on the business computer which is secured with a password and virus protection. Following the retention period, paper records and digital files will be securely deleted.

Your child's learning and development records will be handed over to you on your child's last day of attendance.

Photographs.

BASC may request your permission to retain a copy of some photographs, for example: to provide information about BASC and show the activities we offer to prospective parents/carers, or to keep at the club for the other children to look at and share memories of times spent with your child.

Service Closure

Should Broughton After School Club make the decision to close the service for any reason, we will continue to securely store data for as long as we are legally required to do so, then appropriately destroy / delete data at the end of the required retention period.

Your rights

You have the right to request access to information that the club holds about you and your child and may also ask for information held about you and your child to be withdrawn – your ‘right to erasure.’ Please refer to the clubs Privacy Notice for further details regarding your rights to access data. There are exceptions to these rights, for example the right to access or erasure may be refused due to legal or regulatory restrictions or where the disclosure of information risks adversely affects the rights and freedoms of third parties.

If you have any questions about the data handling and retention procedures, please do not hesitate to ask.

Scotland's Health & Social Care Standards	Retention Policy
Dignity and respect	
2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.	
Be Included	
2.14 - I am fully informed about what information is shared with others about me.	

Service Evaluation Policy

It is extremely important to all in the after-school club that we provide high quality care and that everyone involved is happy with the service we provide. BASC works hard to ensure we are meeting the needs of every child and supporting them with all aspects of their care and development. We as a team regularly undergo training and keep up to date with current guidelines and legislation.

It is essential that we review the service to check that the methods/activities we use are working and that the club is meeting the requirements and expectations of all children and their families. It is very important that we include children and families in the evaluation process and take on board any suggestions for improvement.

We regularly evaluate all aspects of the club under the Care Inspectorate's Quality Framework. We complete a Self-Evaluation Form each year to consider the quality of provision and plan for improvements under each of the Quality Framework Key Questions:

- How good is our care, play and learning?
- How good is our setting?
- How good is our leadership?
- How good is our staff team?
- What is our overall capacity for improvement?

In addition to this Self-Evaluation Form, we like to use the following methods to review the service and look for ways in which we can improve:

- Regularly discuss all aspects of the service with children at Children's Committee and throughout the day by listening to their choices.
- Talk and email with parents to seek information and feedback on situations as the parent/carers voices are very important in giving feedback both on the child and the service.
- Meet and share ideas with other childcare professionals.
- Follow after school club and social media groups for support and inspiration.
- Invite children and families to participate and encourage them to contribute ideas. This can be either through discussion or email campaigns, online polls or suggestions.
- Regularly observe and listen to children. Take on board their ideas and include them wherever possible in the planning of activities through the children's planning sheets.
- Issue service quality questionnaires to both children and families as well as committee members and staff to collect feedback. Any issues or concerns raised will be dealt with immediately.

If you have any ideas or suggestions, we would be very happy to discuss them with you.

Scotland's Health & Social Care Standards	Service Evaluation Policy
Be Included	
1.9 - I am recognised as an expert in my own experiences, needs and wishes.	
2.11 - My views will always be sought and my choices respected, including when I have reduced capacity to fully make my own decisions.	
4.6 - I can be meaningfully involved in how the organisations that support and care for me work and develop.	
4.7 - I am actively encouraged to be involved in improving the service I use, in a spirit of genuine partnership.	
4.8 - I am supported to give regular feedback on how I experience my care and support and the organisation uses learning from this to improve.	
Responsive care and support	
3.14 - I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.	
4.11 - I experience high quality care and support based on relevant evidence, guidance and best practice.	
4.19 - I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.	
Wellbeing	
4.23 - I use a service and organisation that are well led and managed.	

Settling in Policy

The After School Club staff and Committee understand how difficult it is for parents to leave their child within a new setting. For this reason, we have an open evening for all new children in the August intake every year a week before p1's start with us. On these evenings you get to meet the manager of the After School Club and the team of staff who will be caring for your child/ren. Your child will also get a chance to play and meet the staff too, and any questions or concerns can be dealt with here, so you feel confident in your child's care. Members of the Committee are available too, so you can chat with them and maybe be persuaded to join the Parents committee! If your child joins us part way through the academic year, we are happy for you and your child to pop in before their start date, just give the club a call beforehand, so we ensure we can re-direct a staff member to show you around.

Where possible, we recommend a minimum of two sessions a week as young children seem to settle in quicker with regular sessions.

During the first few weeks, some parents like to send a quick email or give the club a call to check how their child is doing and we are always happy to give you an update on their progress.

If you have any concerns regarding this policy please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Settling In Policy
Compassion	
3.6 - I feel at ease because I am greeted warmly by people and they introduce themselves.	
Be Included	
4.5 - If possible, I can visit services and meet the people who would provide my care and support before deciding if it is right for me.	

Special and Additional Support Needs Policy

Additional Support for Learning

As a registered childcare provider, we are aware that some children may have special needs or require additional support and we must ensure that appropriate action is taken when a child is identified as having special needs.

In line with the Additional Support Needs Act (2004), we are willing to provide appropriate support for children with additional support needs. The After School Club will promote the welfare and development of every child in partnership with parents and other relevant agencies. As the **Equal Opportunities and Inclusion Policy** states, "We provide equal chances for each child to learn and develop to their full potential."

If we feel that a child in our care has a special need we will:

- Speak with the parents and then seek permission to talk to the teacher involved with the child to gain a greater insight.
- Keep observational notes and share these notes with the child's parents if asked.
- Investigate and discuss what support is available and at all times keep matters confidential.

If BASC is caring for a child with special needs we will respect and include them by:

- Valuing and acknowledging their individuality and helping them to feel good about themselves.
- Obtaining information from parents and their teacher about the child's pattern
- Ensuring that activities are adapted to enable the child with special needs to take part. We will consider any potential risks.
- Encouraging the child's confidence and independence at all times.

BASC Staff will work in partnership with parents to discuss:

- Any agencies that may be able to advise or assist with their child's support and care.
- Equipment that their child may need
- Any other support or assistance that may be available.

We will consider how we can ensure the priority of a child with special needs whilst continuing to supervise other children in our care.

We will regularly monitor, review, and evaluate to ensure we are providing the best possible experience for all children using our service.

Further guidance, resources, and support for learning contacts can be found on the Enquire website here: <http://enquire.org.uk>

Scotland's Health & Social Care Standards	Special and Additional Support Needs Policy
Dignity and respect	
1.3 - If my independence, control and choice are restricted, this complies with relevant legislation and any restrictions are justified, kept to a minimum and carried out sensitively.	
1.4 - If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.	
1.5 - If I am supported and cared for in the community, this is done discreetly and with respect.	
2.1 - I can control my own care and support if this is what I want.	
2.2 - I am empowered and enabled to be as independent and as in control of my life as I want and can be.	
2.4 - I am supported to use independent advocacy if I want or need this.	
2.6 - I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.	
3.4 - I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.	
5.1 - I can use an appropriate mix of private and communal areas, including accessible outdoor space, because the premises have been designed or adapted for high quality care and support.	
Be Included	
2.10 - I can access translation services and communication tools where necessary and I am supported to use these.	
2.11 - My views will always be sought and my choices respected, including when I have reduced capacity to fully make my own decisions.	
2.12 - If I am unable to make my own decisions at any time, the views of those who know my wishes, such as my carer, independent advocate, formal or informal representative, are sought and taken into account.	
5.11 - I can independently access the parts of the premises I use and the environment has been designed to promote this.	
Responsive care and support	

- 1.12 - I am fully involved in assessing my emotional, psychological, social and physical needs at an early stage, regularly and when my needs change.
- 1.13 - I am assessed by a qualified person, who involves other people and professionals as required.
- 1.14 - My future care and support needs are anticipated as part of my assessment.
- 1.18 - I have time and any necessary assistance to understand the planned care, support, therapy or intervention I will receive, including any costs, before deciding what is right for me.
- 1.19 - My care and support meets my needs and is right for me.
- 1.22 - I can be independent and have more control of my own health and wellbeing by using technology and other specialist equipment.
- 1.24 - Any treatment or intervention that I experience is safe and effective.
- 2.17 - I am fully involved in developing and reviewing my personal plan, which is always available to me.
- 3.18 - I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability or frailty.
- 4.17 - If I am supported and cared for by a team or more than one organisation, this is well coordinated so that I experience consistency and continuity.
- 4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.
- 5.16 - The premises have been adapted, equipped and furnished to meet my needs and wishes.

Wellbeing

- 1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.
- 1.34 - If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.
- 1.37 - My meals and snacks meet my cultural and dietary needs, beliefs and preferences.
- 2.26 - I know how different organisations can support my health and wellbeing and I am helped to contact them if I wish.
- 4.26 - If I have a carer, their needs are assessed and support provided.
- 4.27 - I experience high quality care and support because people have the necessary information and resources.

Social Media Policy

Social Media is now one of the most popular forms of communication and, when used correctly, it can be a very effective way of sharing news and information. There are, however, many risks associated with using social media, including:

- Accidentally sharing personal / financial information
- Coming into contact with illegal, harmful or inappropriate images or other content
- Being exposed to harassment and bullying
- Being vulnerable to online grooming and pedophiles

We take serious consideration of these risks when using social media. That is why we limit our social media to our website and a Twitter account that only parents with children at the club have access to. For the safety of all children in our care, we do not allow access to social networking sites within the setting and supervise any internet access at all times.

If you have any questions or concerns regarding this policy, please do not hesitate to discuss them with us.

Scotland's Health & Social Care Standards	Social Media Policy
Dignity and respect	
2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.	
Be Included	
2.14 - I am fully informed about what information is shared with others about me.	

Strangers and Intruders Policy

Broughton After School Club is committed to keeping those in its care safe. All measures to uphold that will be met. Below are the steps we will take if outside persons aim to endanger or abuse, whether verbally or physically, any member of the club within in our care.

In the gym or club room:

If a person unknown to the staff enters one of the After-School Club premises, the following steps will be taken:

The person will be questioned by the one member of staff and asked their reason for being on the premises.

If the answer is unsatisfactory then they will be asked gently and persuasively to leave.
 If they are refusing to leave, one staff member will contact the police.
 Children will always be kept away from the person. If at any time it is thought that they are in danger, children will be moved to safety.

In the playground:

If a member of staff perceives any danger to a member of the club while they are with the children in the playground, staff will:
 Ask the unknown person to leave the premises.
 If this is not done, all the children will be taken inside to the gym or the Osprey Room where the member of staff will contact the police station.
 Children will remain inside until the police have been and the offender has left the premises by their own will or with police help.
 The description will then be circulated to all staff and if the person returns steps 1-3 will be followed again.

On an outing:

At all times the staff will be vigilant on an outing as to the dangers around them, but if an incident should take place, the staff will:
 Move quickly and calmly away from the person or people.
 If they are followed, then the police will be called on a mobile and staff will use common sense and the environment to safeguard the children

Scotland's Health & Social Care Standards	Illness Policy
Responsive care and support	
1.24 - Any treatment or intervention that I experience is safe and effective.	
4.12 - I receive proper notice and I am involved in finding an alternative if the service I use plans to close or can no longer meet my needs and wishes.	
4.14 - My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.	
4.22 - If the care and support that I need is not available or delayed, people explain the reasons for this and help me to find a suitable alternative.	

Sun Protection Policy

The damaging effects of exposure to the sun on young skin has been well documented. BASC will do everything we can to ensure that your child is protected.

We will need you to provide the club with:

- Sun cream suitable for your child (high factor baby / child lotion), clearly labelled with your child's name.
***Please check the ingredients for allergens before bringing sun cream into setting.** *Sun creams containing Almond Oil cannot be accepted due to risks for attendees with nut allergies.*
- A sun hat
- A thin top, cardigan or t-shirt with long sleeves.

We as a club are aware that young skin may be at risk of sunburn even when there is a lot of cloud cover or it is not particularly hot. We will help your child to apply the sun cream that you have provided properly and recommend that he/she wears a hat. We will also avoid spending prolonged periods of time outdoors during the hottest part of the day. The staff will try and protect your child by finding shady areas. In order to prevent dehydration, we will encourage your child to drink water regularly.

If for any reason you forget to supply sun cream, or we run out of the cream you have provided, then staff will contact you to request that you provide more at your earliest convenience, but in the meantime we will use the club sunscreen to protect your child.

***You must let us know if your child has sensitive skin or has previously had an allergic reaction to certain brands/types of sun cream**

Scotland's Health & Social Care Standards	Sun Protection Policy
Wellbeing	
1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.	
2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.	
3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.	
4.27 - I experience high quality care and support because people have the necessary information and resources.	

Terrorist Attack / National Emergency Policy

Whilst BASC hopes the situation will never arise, the following policy sets out the procedures we would put in place in the event of a terrorist attack or national emergency.

The care and security we provide to your child is paramount and in the event of a major incident, national emergency or terrorist attack, we will do everything we can to protect, comfort and support your child.

Should the staff and the children ever be caught up in an incident, we will comply fully with instructions given from the emergency services and offer constant reassurance and comfort to the children in our care.

Where parents are caught up in an incident, we will continue to provide care for their child until they are able to return or until a nominated person is able to collect them and continue to offer comfort and reassurance to children until they can be collected.

We are aware that in order to free up communication systems for the emergency services during major incidents, mobile phone networks may become unavailable and landlines may be cancelled. Where it is safe to do so, the staff will continue to attempt to contact parents on a regular basis and ask that parents do the same so as we can keep informed of the situation and each other's whereabouts.

We will use any media source available to keep up to date with the situation, for example radio, television, internet or social media, and move children to safety where this has been advised by the emergency or security services. We will endeavour to protect children from information, images or situations that may cause alarm or distress.

We hope that this procedure will never need to be put into practice and hope that you feel able to discuss with us any concerns you may have.

With regards to protecting children and young people from radicalisation, extremist behaviour or concerns about a child or other individual being drawn into terrorist activity, please refer to the Prevent Duty Guidance section of our Safeguarding / Child Protection policy.

Scotland's Health & Social Care Standards	Terrorist Attack / National Emergency Policy
Responsive care and support	
4.14 - My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.	

Transport Policy

When we go on outings, we use public transport as the bus network covers lots of places for our trips. Where possible we always sit together and if we do need to separate then a member of staff will always be with a group and in walkie talkie communication.

If there ever comes a time where we are stranded due to buses breaking down or a similar situation then the staff may take your child in a black cab, seat belted, and return to the club. Your children would always be accompanied by a member of staff and will always be aware of the safest procedure for the group.

Should you have any queries regarding the transportation policy, please do not hesitate to discuss them with us.

Use, Storage and Administration of Medicine Policy

Broughton After School Club Illness Policy states that we are willing to provide care for children with minor coughs and colds. We understand that you may wish to provide them with medication in order to relieve their discomfort.

The Club is happy to give your child non-prescribed medication, such as cough mixture, Calpol or Nurofen, etc, or give prescribed medicine in order to carry on a treatment where the child has a non-contagious condition and needs to finish a course of treatment given by a Doctor. This can only be done when the main care giver/parent has signed a medication form.

The Medication form will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form.

Even though you may have signed a form, we may still contact you by telephone to check that we can administer this medication (we would do this, for example, for allergy medicine to ensure you have not already administered it before arrival). This protects your child and ensures good practice.

If possible please email the club during term time or let staff know at drop off time during holiday sessions if your child has taken any medication before they arrive into our care, which would mean we would not need to try and contact you and leave your child in distress longer than is needed.

If your child has a self-held medication please obtain an additional supply that can be kept at the club.

If your child has acute allergies and carries/needs an Epi-pen, please discuss this with the club.

All medicine given to the club to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication, the details from the Doctor/pharmacy.

Broughton After School Club will ensure that all medication given to us will be stored correctly and will check that it is still within its expiry date.

Medicine given to your child will be recorded on our Medication Form and 2 staff will be involved. One to administer the medicine, and the second to ensure dosage, child, and medicine are all correct. This will then be signed by staff at point of administration and the parent will also be requested to sign at the end of each day.

If a child refuses to take medication, or spits out medication, this will also be documented, and a signature required. To avoid the risk of overdose, the staff will never re-administer medication.

If you have any concerns regarding our medication, please do not hesitate to discuss them with the club.

Scotland's Health & Social Care Standards	Use, Storage and Administration of Medicine Policy
Responsive care and support	
1.24 - Any treatment or intervention that I experience is safe and effective.	
Wellbeing	
2.23 - If I need help with medication, I am able to have as much control as possible.	

Visitors Policy

As a registered childcare facility by the [Care Inspectorate](#), we are very aware of our role in keeping your

child/ren safe. Whilst it is healthy for children to mix with other children and adults, it is our responsibility to ensure the suitability of those that they come into contact with when in our care. We therefore have the following procedures in place regarding visitors in the setting during operating hours.

- Any regular visitors to the setting will be asked to complete a PVG check (Disclosure) application.
- We will never leave a child in a room alone with a visitor.
- BASC will request identification from all visitors not known to us and will refuse entry if we are unsure of them.
- We will not allow any visitors to take children to the toilet.
- We will arrange for any maintenance work to the property to be carried out at times when we do not have children in the club where possible.

If you have any concerns regarding visitors to the setting, please discuss them with the manager.

Scotland's Health & Social Care Standards	Visitors Policy
Wellbeing	
3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.	
5.17 - My environment is secure and safe.	

Whistle-Blowing / Raising Concerns Policy

As a registered childcare provider, it is our responsibility to ensure the safety and wellbeing of all the children in our care. BASC works hard to provide children with the best possible experience that we can and follow strict procedures when recruiting staff to ensure they are suitable in their ability and attitude.

It is of great importance that anyone involved feels confident about coming forward and reporting any issues or concerns they may have, whilst remaining protected from any subsequent discrimination.

All complaints or concerns raised will be taken seriously and fully investigated. Please also refer to our complaint's procedure.

All concerns will be logged along with the outcome and any action taken as required by the [Care Inspectorate](#). These records must be available to show a [Care Inspectorate](#) inspector if requested.

Parents/carers and employees are encouraged to discuss any concerns they may have with the manager in the first instance, but where they feel this is not appropriate, or, when after talking, the matter remains unresolved, then they can talk in confidence to:

- Chairperson of the Committee
Mrs Lizzy Nicholson on chairperson.basc@gmail.com

If still unresolved

- The Care Inspectorate
enquiries@careinspectorate.com
Tel: 0345 600 9527

Further details of how to raise a concern / make a complaint can also be found on the [Care Inspectorate](#), website: www.careinspectorate.com

Scotland's Health & Social Care Standards	Whistle-Blowing / Raising Concerns Policy
Dignity and respect	
2.3 - I am supported to understand and uphold my rights.	
Compassion	
4.4 - I receive an apology if things go wrong with my care and support or my human rights are not respected, and the organisation takes responsibility for its actions.	
Be Included	
2.15 - I am enabled to resolve conflict, agree rules and build positive relationships with other people as much as I can.	
Responsive care and support	
3.17 - I am confident that people respond promptly, including when I ask for help.	
4.20 - I know how, and can be helped, to make a complaint or raise a concern about my care and support.	
4.21 - If I have a concern or complaint, this will be discussed with me and acted on without negative consequences for me.	

Working in Partnership with Parents Policy

As parents / carers, you are the central adults in your child's life. It is of upmost importance for your child that we work in partnership, and we rely on parents to function through our Parents Committee. BASC will endeavour to work closely with you through:

Communication

It is extremely important that we communicate effectively, and we will try to inform you of events and how your child is doing when they are being collected. We know this can be a busy time for both you and us at the club so please feel free to e-mail or call us with any information or concerns about your child, particularly if you do not have time to talk with us. We would also request that you let us know if your child has had any significant events occur to them so we can be extra vigilant. We are always happy to discuss your child and their care, whether in person or over the phone or by e-mail.

Medical Details and Contact Information

Please let us know immediately if there are any changes to your child's medical details and update your online account or let us know if your child is receiving medical treatment of any kind. It is also vital that you inform us as soon as possible if there are any changes to contact details including phone numbers (work and mobile numbers) and those of your emergency contacts and change this on your online account, which are the numbers we use in an emergency.

Stages of Development

As your child grows and develops, we will be working within the club to ensure that they are supported and that they are encouraged to stretch their boundaries safely.

Supporting Learning

We will regularly make available to you the observation and assessment of your child's progress and keep you updated with their achievements. We encourage parents to be involved and welcome you to share information about your child's interests or hobbies and work together to benefit their future.

Concerns

If we have any concerns about your child's behaviour, development, or wellbeing we will share them with you and, if necessary, work with outside agencies to improve your child's outcomes.

If you have any concerns about your child, please do let us know. Often a concern is a simple misunderstanding that can easily be resolved.

Scotland's Health & Social Care Standards	Working in Partnership with Parents Policy
Dignity and respect	
2.1 - I can control my own care and support if this is what I want.	
2.6 - I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice.	
3.4 - I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.	
Compassion	

2.8 - I am supported to communicate in a way that is right for me, at my own pace, by people who are sensitive to me and my needs.
 3.7 - I experience a warm atmosphere because people have good working relationships.
 3.8 - I can build a trusting relationship with the person supporting and caring for me in a way that we both feel comfortable with.
 4.4 - I receive an apology if things go wrong with my care and support or my human rights are not respected, and the organisation takes responsibility for its actions.

Be Included

2.11 - My views will always be sought, and my choices respected, including when I have reduced capacity to fully make my own decisions.
 2.12 - If I am unable to make my own decisions at any time, the views of those who know my wishes, such as my carer, independent advocate, formal or informal representative, are sought and taken into account.
 2.13 - If a decision is taken against my wishes, I am supported to understand why.
 2.15 - I am enabled to resolve conflict, agree rules and build positive relationships with other people as much as I can.
 2.16 - If I am fostered, my foster family is supported to fully include me in family life.
 3.11 - I know who provides my care and support on a day-to-day basis and what they are expected to do. If possible, I can have a say on who provides my care and support.
 3.13 - I am treated as an individual by people who respect my needs, choices and wishes, and anyone making a decision about my future care and support knows me.
 4.6 - I can be meaningfully involved in how the organisations that support and care for me work and develop.
 4.7 - I am actively encouraged to be involved in improving the service I use, in a spirit of genuine partnership.

Responsive care and support

1.12 - I am fully involved in assessing my emotional, psychological, social and physical needs at an early stage, regularly and when my needs change.
 1.18 - I have time and any necessary assistance to understand the planned care, support, therapy or intervention I will receive, including any costs, before deciding what is right for me.
 1.20 - I am in the right place to experience the care and support I need and want.
 1.23 - My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected.
 2.17 - I am fully involved in developing and reviewing my personal plan, which is always available to me.
 2.18 - I am supported to manage my relationships with my family, friends or partner in a way that suits my wellbeing.
 3.16 - People have time to support and care for me and to speak with me.
 3.18 - I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability or frailty.
 3.19 - My care and support is consistent and stable because people work together well.
 4.15 - I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.
 4.16 - I am supported and cared for by people I know so that I experience consistency and continuity.
 4.17 - If I am supported and cared for by a team or more than one organisation, this is well coordinated so that I experience consistency and continuity.
 4.20 - I know how, and can be helped, to make a complaint or raise a concern about my care and support.
 4.21 - If I have a concern or complaint, this will be discussed with me and acted on without negative consequences for me.

Wellbeing

4.26 - If I have a carer, their needs are assessed and support provided.
 4.27 - I experience high quality care and support because people have the necessary information and resources.