Little Villagers
Livingston Village Primary School
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www.littlevillagers.org.uk

Out of School Club Policy Handbook

Care Service No **CS2004061193**

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QUALITY OF CARE

ADULT/CHILD RELATIONSHIP

The Livingston Village Out Of School Care Project will create a warm, caring atmosphere where children can play and feel secure. Staff will utilise the Psycholudics method and be aware of each child's individual needs but have a consistent approach to all children in matters of praise, equal opportunities and discipline. All children will be encouraged to participate.

The Children who attend the Livingston Village Out Of School Project will always be respected; their views and opinions will always be heard.

CHILD/CHILD RELATIONSHIP

taff will encourage children to include all others in their play and activities. Older children will be encouraged to share, help and relate to younger ones. Staff will help and encourage timid, shy children to join in activities.

RELATIONSHIP WITH PARENTS

Staff will foster a close, professional relationship with parents. Constructive feedback from parents will be encouraged. If a child is experiencing any problems or difficulties, time will be made available for parents to discuss these with the Coordinator or other staff member.

PLAY POLICY

The Livingston Village Out Of School project upholds Children's rights to play freely. Chosen play is extremely important in the development of all children and young people. All children are entitled to quality play provisions within their communities.
This play policy has been put in place to ensure children are educated in the importance of play. Play is a learning process for all children to develop necessary skills to take them throughout their lives. Children use play in the natural environment to learn of the world, survival skills and ways to communicate with others around them. This also helps develop Physical, Social, Mental, Emotional and Creative skills.

Within the Livingston Village Out Of School Project we utilise the Psycholudics methods *[please see website for more details]* to encourage as much self-directed play as possible. We feel that self-directed play is an important factor in the learning process for the children, giving them freedom and choices in an effective way for children to learn life skills and giving them an enriched environment to explore helps to contribute to their wellbeing and development.

RISK AND RISK MANAGEMENT POLICY

Livingston Village Out of School Care Project treats risk and challenge in a positive manner, Experiencing risk and challenging play is an important part of a child's development and we offer children the opportunity to experience controlled risks during play and we respond to the children's needs to set themselves goals and challenges.
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All risk-based play activities will be risk assessed by a trained and qualified member of staff prior to the commencement of the activity. If staff feel that the actual risk levels become too great [for whatever reason] then the activity will not be allowed to continue, and the reasons will be explained to the children.

QUALITY OF MANAGEMENT AND STAFF

Our Club is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

• The Coordinator will arrange regular staff meetings where staff are able to discuss and contribute in a positive manner. The Coordinator should encourage staff to contribute to the development and quality of the programme of activities provided.

• Members of staff are expected to conduct themselves, at all times, in a professional, courteous, helpful, warm and consistent manner. In addition, staff should be mindful of their conduct out-with the club and not bring the club into disrepute.

• Members of staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.

• Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

• Personal mobiles must be switched off and not used during working hours. If staff need to receive an emergency call, the person calling them should use the Main Club number.

• The Coordinator will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.

The Livingston Village Out Of School Care Project encourages parents to get involved with the Club and is managed by a volunteer Management Committee whose members are all users of the club. The Management Committee has a responsibility for recruitment, policies and fee collection. Individual Committee Members can be contacted via the website or by email

chairperson@littlevillagers.org.uk

A copy of the Management Committee constitution is available at all times on the club notice board and on the website.

STAFF TERMS AND CONDITIONS

The Club is committed to promoting family friendly employment practices to help staff balance work and family commitments. The Club will make every effort to be flexible with staff and to promote harmonious working relations to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.
In return, the Club expects honesty, loyalty and diligence from its staff.

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Person.

A copy of the current staff Terms and Conditions is available in ***Appendix v3.***
All employees will be given:

• A contract of employment – see above and ***Appendix v3***
• A conditions of service document outlining pay agreements, entitlement to sick leave and annual leave and their statutory rights (**copy in Appendix v3**).
• Copies of the grievance and disciplinary procedures (***Copy in Appendix v3***).
• A job description.

Staff, and all volunteers will undergo vetting via the PVG system as administered by Disclosure Scotland and before being appointed or placed. In addition the Chairperson of the Management Committee requires to be PVG checked.

QUALIFICATIONS, EXPERIENCE AND SAFETY CHECKS

The Coordinator and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone Disclosure Scotland checks.
The Club will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 1989. Disclosure checks will be updated every three years.
Any person who has not received disclosure checks, but who is on the premises will under no circumstances be left alone with a child.
The Coordinator will have at least an NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a day care setting.

STANDARDS OF STAFF BEHAVIOUR

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the Club's premises.

No bullying, swearing, harassment or victimisation will be tolerated on the Club's premises *[including during outdoor activities].*

Offensive behaviour such as sexist or racist language or harassment will not be tolerated by anyone within the club's premises *[including during outdoor activities].*

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Our full staff Disciplinary Policy can be found in ***Appendix v3***

STAFF TO CHILDREN RATIOS

Livingston Village Out of School Care Project will ensure that all legal requirements are met in respect of Staff/Child ratios.

The Coordinator will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

RECRUITMENT

All staff will be recruited by the Management Committee. Successful candidates will be selected on the basis of their experience/qualifications and merits.

The Club operates an equal opportunities policy when taking on staff, to ensure that no prospective employee suffers direct or indirect discrimination or victimisation.

All candidates for posts within the club will complete an application form. A checklist of skills, knowledge and experience requirements for the post will be matched against applications in order to select for interviews. Suitable candidates who fit the requirements will be interviewed and the checklist used again to explore in more depth the candidate's suitability for the post.

USE OF VOLUNTEERS

Volunteers will be subject to the same recruitment and selection process as paid members of staff.

Volunteers will always be supervised by a qualified member of staff. All volunteers will also need to go through a Disclosure Scotland PVG check before coming in contact with the children

Volunteers will be used alongside and not instead of, staff members. .

CONFIDENTIALITY

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Coordinator.

When you talk with a staff member or volunteer, you have the right to expect that anything you say will not be passed on or spoken about with anyone outside the club without your permission, unless it falls into the exempt categories. In this sense, the information you as a Parent/Carer are disclosing is of a confidential nature.

Livingston Village Out of School Care Project agrees that confidentiality is essential in the conduct of its affairs and respects the Parents/Carers' rights not to have personal details passed to other people without their knowledge or consent.

EXEMPTION FROM CONFIDENTIALITY

There are certain exemptions when it may be necessary to pass on information

Child Protection

Livingston Village Out of School Care Project through the provision of an Out of School Club has a duty and a responsibility to the welfare of the children attending the Club. The appointed Child Protection officer for the club is Nicola Jane Thom.

At the same time Livingston Village Out of School Care Project respects the rights and responsibilities of Parents/Carers, provided they do not conflict with the child's right to be protected from harm and to be consulted.

To this end, Livingston Village Out of School Care Project in co-operation with other key agencies involved in Child Protection will implement the procedures and practice guidelines as laid down by West Lothian Council. These guidelines in effect require Livingston Village Out of School Care Project to respond to a child disclosing information and may therefore be withheld from the Parent/Carer, unless Livingston Village Out of School Care Project has been authorised to do so from other relevant agencies.

The Management Committee is aware that it must contact the Care Inspectorate, under the terms of **The Children Act [2003],** if any circumstances have changed significantly within the Club set-up (*e.g.* a move to different location within the same building).
The Club will adhere to all matters of law within **The Children Act [2003]**, and will be required to follow the Quality Standard published by the Care Commission.

The Club will display its certificate of registration and make available a copy of the Care Commission report to parents on request. It will also display its certificates of insurance.

BREACH OF CONFIDENTIALITY

Where a Parent/Carer considers that there has been a breach of confidentiality, they may make a formal complaint and are asked to follow the guidelines and procedure as contained within The Livingston Village Out of School Care Project Complaints procedure (detailed in this policy under ‘Complaints Procedure’).

CONCLUSION

It is anticipated and expected that all staff, volunteers and Parents/Carers respect the principle of confidentiality in the context of this document and adhere to it.
*(Further details of the Club’s confidentiality procedures are available in **Appendix v5**)*

ABSENCES

Staff should negotiate statutory annual leave with the Coordinator, in all cases giving as such notice as possible.

If staff are unable to attend work due to illness or other medical condition, they must contact the Coordinator b telephone prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.
On returning to work, staff should complete a self-certification form for any sickness absence.

For absences of longer than seven days, a doctor's certificate must be submitted.
The Coordinator will keep records of all sick-leave, other absences and lateness.
Full details of the staff Absence policy can be found in ***Appendix v5***.

WHISTLEBLOWING

This policy will provide individuals within Livingston Village Out Of School Project protection from victimisation or punishment where they raise genuine concern about misconduct or malpractice within the club.

The policy is underpinned by **The Public Interest Disclosure Act [1998].**
This policy is intended to nurture a culture of openness within Livingston Village Out Of School project, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern the may have regarding misconduct or malpractice.
*(See **Appendix v5** for full details)*

AGEISM POLICY

From 1 October 2006 the **Employment Equality (Age) Regulations** make it unlawful to discriminate against employees, job seekers and trainees on the grounds of age.
The regulations cover workers of all ages – young and old – and all employment and vocational training. This includes all workforce management processes including: access to help and guidance, recruitment, training, promotion, pay, benefits and particularly retirement and redundancy.

The company will ensure that any policies, practices or routines that we operate are age compliant.

Specifically, we ensure that we understand the age make-up of our workforce and use this information to identify potential workforce issues relating to age.

We will take positive action to

• Offset any future staffing crises (for example if a large number of our staff are due to retire at the same time)

• Make sure everyone is being treated equally, regardless of his or her age

• Staff involved in workforce management are fully aware of their responsibility not to discriminate on the basis of age or other grounds.

• There are routines or practices in place to check that no bias, deliberate or unintentional, influences any management decisions.

JOINING AND USING THE CLUB

ENROLMENT

Livingston Village Out of School Care Project aims to provide a varied programme of activities which will broaden the range of experience and needs of the children involved - including arts and crafts, recreation and sport, specialist project work and outings.
Places will be allocated to pupils attending Livingston Village Primary School and others in the area in Accordance with our full Allocations Policy ***(See Appendix v5).***

We do not offer a drop off or collection service to or from any school except for Livingston Village Primary School. Parents/Carers must undertake to deliver children from other schools to the club at their own risk and expense.

Every child shall be eligible to use the service regardless of religion, race or sex.
Admission is subject to agreement to the Club's policies and parents will be given a copy of the Club's **Term & Conditions** when they apply for admission to the Club.

Registration forms must be completed and acceptance of the Terms & Conditions signified by a signature, before enrolment can take place.

Copies of the Membership Terms & Conditions can be found on the website.

ATTENDANCE RECORDS

The Co-ordinator will keep up-to-date enrolment and attendance records for each child using the club.
Enrolment forms must be fully completed for each child on first registration with the club and the details regularly checked and updated

Parents **must** advise of any changes to contact details.
A daily register must be compiled and readily available (fire drills etc.).
Unexplained absences must be investigated by the Co-ordinator (contact school, parent / carer). See missing children section below for further details.

Livingston Village Out of School Care Club Project, through the provision of an Out of School club, has a duty and a responsibility to the welfare of the children attending the Club. ***Please remember to let the club know by phone or text if your child is not attending a booked session.***

- If a child/children are booked into the club and parents fail to notify the club that their child/children will not be attending the following steps will be taken.

- We will speak with the school to find out if your child/children has attended school that day, as they have a policy in place for the absence of children we will

therefore not contact the parent's

- If the school inform us that your child/children have attended school that day, one member of staff will have a brief look around the surrounding school area as another contacts the parent's immediately on all contact numbers

- If no contact can be made with the parent's then the police will be notified of the situation, we will also continue to try and contact the parent's until communications have been made.

SETTLING IN POLICY

We want children to feel safe, stimulated and happy in Livingston Village Out of School Care Project and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our club. We aim to make Livingston Village Out of School Care Project a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Before a child starts to attend our club, we use a variety of ways to provide his/her parents with information. These include written information (including our handbook and policies), displays about activities available within Livingston Village Out of School Care Project, and up to date information on our website.

We will closely monitor all new attendees at Livingston Village Out of School Care Project and provide verbal reports to parents/guardians upon collection of how they are settling in.

COLLECTING CHILDREN FROM SCHOOL

Each week, a list of the children attending Little Villagers that week for each day and for each primary should be passed to Livingston Village School for distribution to the teachers.

At collection time, one member of the Little Villagers staff will be present at the toilets at the infant block, the toilets at the P3 block and the toilets at the P7 block.

Wherever possible, full time members of staff should collect the children. Contract staff should only be used to collect children when it's not possible for permanent members of staff to do so and they should have their Livingston Village Out of School Care Project uniform on.

As the teachers from each class lead their children out of school, they will have those children attending Little Villagers at the front of the queue to meet the staff.

The teacher will confirm which children they have from their class who is present and attending Little Villagers that day and the staff member will confirm.

The staff member will then lead the children back to the Little Villagers room (through the school) where a full role call will be done.

In the event that a child has told their teacher that they are not attending Little Villagers that day but we (Little Villagers have not been informed) the child should be asked to return to the Little Villagers room with the staff until the Childs parent (or nominated contact) is contacted to confirm that the child is indeed not to attend

LVOOSCP RESPONSIBILITY FOR CHILDREN

Livingston Village Out of School Care Project cannot be legally responsible for a child until that child has been handed over/delivered to our premises by a registered responsible person. This can be a parent, guardian, nominated relative/friend, teacher etc.

If children appear in our premises without an adult they will be refused permission and if necessary Social Services will be informed

MISSING CHILD

Should a child go missing from our club -

1. The person in charge will carry out a thorough search of the building and garden.

2. The register is checked to make sure no other child has also gone astray.

3. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

4. Person in charge talks to staff to establish what happened

5. If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed:

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

2. The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.

3. Staff will take the remaining children back to the setting.

4. The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.

5. The staff contacts the police using the mobile phone and report the child as missing.

6. In an indoor venue, the staff contacts the venue's security who will handle the search and contact the police if the child is not found.

7. The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

The investigation

1. The owner / Co-ordinator carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

2. The key person / staff writes an incident report detailing: 1. the date and time of the report;

3. What staff / children were in the group/outing;

4. When the child was last seen in the group/outing;

5. What has taken place in the group/outing since then;

6. The time it is estimated that the child went missing.

7. A conclusion is drawn as to how the breach of security happened.

8. If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

9. The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

10. Care Inspectorate is informed.

11. The school is informed.

NON COLLECTION OF CHILDREN POLICY

In the event that a child is not collected by an authorised adult at the end of a session / day, Livingston Village Out of School Care Project puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Methods

Parents of children starting at Livingston Village Out of School Care Project are asked to provide specific information which is recorded on our Registration Form, including:

1. Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
2. Place of work, address and telephone number (if applicable);
3. Mobile telephone number (if applicable);

4. Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from our pre-school, for example a child minder or grandparent;
5. Information about any person who does not have legal access to the child;
6. Who has parental responsibility for the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform staff.
On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they tell staff the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
If parents are not able to collect the child as planned, they must notify us so that we can take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from our club by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.

<u>If a child is not collected at the end of the session, we follow the following procedures</u>:

1. Check for any information about changes to the normal collection routines.
2. If no information is available, parents/carers are contacted at home or at work.
3. If this is unsuccessful, the adults who are authorised by the parents to collect their child from our club and whose telephone numbers are recorded on the Registration Form - are contacted.
4. All reasonable attempts are made to contact the parents or nominated carers.
5. The child does not leave the premises with anyone other than those named on the Registration Form or advised previously by the parent.
6. If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures for uncollected children. We contact our local authority social services department.
7. The child stays at Livingston Village Out of School Care Project in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
8. Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
9. Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
10. A full written report of the incident is recorded in the child's file.
11. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff at a rate prescribed in the **Terms & Conditions**

BEHAVIOUR OF CHILDREN

A Policy on Discipline and Behaviour exists and children will be made aware of the rules and the consequences of misbehaviour when first joining the Club and time will be taken to explain to the children the reasons for these 'ground rules'.
(Full details of the Behaviour, Bullying and Suspensions policy please see Appendix v3)

PHOTOGRAPHING, VIDEOING AND FILMING OF CHILDREN

The club recognises that parents like to see what their children have been up to and Staff will use a Club Camera to take photographs during activities, these will be available on our Secure Parents Area on the website. This can be accessed by registering with the club and receiving a password. This must not be disclosed to any other person.

Where appropriate all materials promoting Livingston Village Out of School Care Project events or activities shall state that accredited photographers will be present.

Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of Livingston Village Out of School Care Project.

No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child's, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.

Livingston Village Out of School Care Project shall supervise children within our at all times and any photography, video or film-making activities shall be carefully scrutinised. Staff will also be aware if children are themselves utilising image-capture devices [Mobile phones, Hand-Held devices etc] and ensure that this is stopped.

Livingston Village Out of School Care Project reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

'SAFE GUARDING CHILDREN' POLICY

Livingston Village out of School Care Project has a duty and responsibility for the welfare of the children attending the club and to this end staff will implement the Procedures and Practice Guidelines of West Lothian Council in relation to Child Protection matters. All staff will receive training at their Induction on this subject **Livingston Village Out of School Care Project will**:

• Promote the health and welfare of children by providing opportunities for them to take part in the after School Club safely.

• Respect and promote the rights, wishes and feelings of children.

• Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.

• Recruit, train, support and supervise its Staff to adopt best practice to safeguard and protect children from abuse and to minimise risk to themselves.

• Require Staff to adopt and abide by this Child Protection Policy and these Procedures.

• Respond to any allegations of misconduct or abuse of children in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

• Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse.
Their natural sense of fun and spontaneity can blossom in a positive environment. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential.
This Policy and these Procedures are based on the following principles:

• The welfare of children is the primary concern.

• All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.

• It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.

• Within the Little Villagers ***Nicola Jane Thom*** (Coordinator) is the designated child protection officer.

• All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately. All incidents must be reported to Nicola Thom the clubs child protection officer.

• All personal data will be processed in accordance with the requirements of **The Data Protection Act [1998].**

Review
This Policy and these Procedures will be regularly monitored and reviewed:

• In accordance with changes in legislation and guidance on the protection of children or any changes within Livingston Village Out of School Care Project.

• Following any issues or concerns raised about the protection of children within Livingston Village Out of School Care Project.

• In all other circumstances, at least annually.

• A copy of these guidelines will be made available to parents/carers on request.

• All members of staff, volunteers, students, trainees and Management Committee office bearers will be checked through Disclosure Scotland and the Care Commission as having substantial access to children. In the case of staff, this will normally be carried out before an appointment is made.

• The appointed Child Protection officer for Livingston Village Out Of School care Project is The Coordinator - ***Nicola Jane Thom***

• Another child protection officer will be assigned if ***Nicola Jane Thom*** no longer works with the club.
For our full Child Protection Policy please refer to Appendix v3

FOOD

A nutritious snack will be provided at each afternoon session and holiday club. Healthy eating habits will be encouraged and fresh food will be used whenever possible.

Special dietary needs will be respected and catered for.
The Children will be offered fruit every day with their snack and will be encouraged to eat at least five portions of fruit and vegetables a day.
(Our full food and drink policy is in Appendix v3)

MEDICINES

At enrolment, parents will be asked to inform the club of any medical needs of their child. They will also be asked to inform the club of any changes to this information timeously.

Staff will administer medication to children only on receipt of a Medication Form duly completed by the parent/carer. Unused medication will be returned to the parent / carer at the end of each day and they will be asked to countersign the Medication Form. Parents will be asked to inform the Club if their child's medical condition restricts their participation in any of the club's play activities.
(Please see Appendix v3 for our full policies relating to Administration of Medication)

INFECTION CONTROL

The Coordinator and play workers will always be vigilant about the children's health and well-being.

Should a child at any time show signs of an infectious disease *i.e.* Chicken Pox; they will immediately isolate that child from the rest of the group and seek a second opinion.
If the opinion is that the child may have an infectious disease then one member of staff only will stay with the child and another one will inform the Parent's / Carers as soon as possible.
The Coordinator will advise the Parent / Carer to seek medical advice and contact the club when they know exactly what is wrong with the child.

At this point and not before, if they have contracted an infectious disease the club will issue a notice to all parents informing them that a child in the club has contracted the disease (The child will not be named).

All equipment that the child has been in contact with must then be cleaned with the correct cleaning materials before they can be used again.

The child must have the all clear from the doctor before they are allowed to return to the club.

Staff will inform parents/carers over any concerns they may have over a child's health
(See Appendix v3 for our full Illness and Exclusion Policy)

EMERGENCY/SUDDEN CLOSURE

In very exceptional circumstances, Livingston Village Out of School Care Project may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

• Serious weather conditions (combined with heating system failure).

• Burst water pipes.

• Discovery of dangerous structural damage.

• Fire or bomb scare/explosion.

• Death of a member of staff.

• Serious assault on a staff member by the public.

• Serious accident or illness.

In such circumstances, the Co-ordinator and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. [See Designated Place]

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

In the event of closure due to circumstances beyond our control, for example severe weather, problems with the buildings or an outbreak of illness enforcing a school closure, **no refunds or replacement sessions will be offered.**

We adhere to Livingston Village Primary Schools procedure for severe weather or emergency closure, this being:

• During heavy snowfall and/or treacherous driving conditions the decision by West Lothian Council may be taken to close the school

• If the decision is made by West Lothian Council to close the school, Livingston Village Out of School Care Project will also have to close. The school may have already contacted the parents to come and collect their children.

• The Coordinator and staff will contact parents by telephone informing them of the decision made by the local authorities, parents will be asked to come and collect their children immediately. If parents cannot be contacted then staff will phone the emergency contact person as stated on the child's contact sheet.

UNDER NO CIRCUMSTANCE WILL CHILDREN BE SENT HOME ON THEIR OWN.

CHILDREN MAY ONLY BE COLLECTED BY A NOMINATED RESPONSIBLE ADULT UNDER THE EXPRESS INSTRUCTIONS OF THE PARENT.

A member of staff will supervise children until their designated person collects them.

Staff will be sent home according to the distance they need to travel and the challenges that may arise on their journey

DESIGNATED SAFE PLACE

Under exceptional circumstances it may be necessary to place a child in a designated safe place. The designated safe place will be nominated as appropriate to the exceptional circumstance occurring. No child shall ever be left alone in a designated safe place and a member of staff will remain with the child at all times.

HYGIENE, HEALTH & SAFETY PRACTICE

A member of the Management Committee will be appointed Health & Safety Officer for the club.

The Co-ordinator will be responsible for reporting any hazards to the Management Committee and for maintaining a safe environment for staff, children and visitors.

A certificated first aider will maintain an accident book and the first aid box.
Nicola Thom and all play-workers hold a valid first aid certificate. The first aid box will be kept in a central location but out of reach of children.

Electrical appliances will be regularly checked. Reachable sockets will have socket covers fitted.

Good hygiene will be practiced in the toilet and kitchen areas, with cleaning materials kept in a secure place away from children.

Windows and doors will be regularly checked and secure.

A telephone will be available for use in emergencies.

West Lothian Council's Control of Smoking at Work Policy will be implemented.
(Please see Appendix v3 for the full Health & Safety Policy)

SPACE REQUIREMENTS & PLAYAREAS

There will be adequate provision for a quiet area for those children wishing to read or study.

Sports activities will be confined to the Gym Hall or outdoor play areas.

Other areas will be designated for specific activities plus an area for conversation and socialising.

Risk assessments have been carried out on all area's in which the children have contact with and are reviewed regularly.

KITCHEN FACILITIES

- Children will not be allowed into the kitchen unless supervised by an adult.
- All cleaning materials will be stored in a locked cupboard.
- A clean and hygienic cupboard will be used to store food and drink for use by the club.
- All staff will follow normal good hygiene practice. All staff hold a Food hygiene certificate.

OUTDOOR PLAYSPACE

The club will use the school playground, which will be left, in a clean state and any hazards will be reported by the Co-ordinator to the Head teacher.

Weather permitting; children will be encouraged to play outside, and whilst playing outside, children will be supervised at all times by at least two adults.

HEATING, LIGHTING AND VENTILATION

Overall responsibility for the building and fixtures lies with West Lothian Council and any defects should be reported to the school janitor immediately.

The indoor environment will be warm and thermometers displayed.

CHILD SAFETY

- Only authorised persons will be admitted to the club.
- Parents must not use the School car park for collection of children.
- Only authorised persons over the age of 16, as stated on the enrolment form, will be allowed to collect children.

EQUIPMENT

- All club equipment will be regularly checked for safety and regularly cleaned and maintained by club staff.
- Broken equipment will be removed from the club.
- Club staff will supervise use of equipment.
- Equipment is cleaned with an Anti-bacterial solution on a weekly basis

(Please see Appendix v3 for full Equipment and resources Policy)

FIRE SAFETY

Advice from the Authority on Fire Safety Guidelines and Procedures will be sought and recommendations complied with. Staff will be aware of position of alarms, extinguishers, blankets and fire exits throughout the building.

Fire drill will be practiced once a month and a record of drills kept by the Coordinator. Each member of staff will be designated as responsible for an area of the building including toilets.

Children must be led out of the Club by a member of staff and accompanied at all times.

- There must be a fast, calm and effective evacuation of the building.
- The Co-ordinator will collect the Register on the way out of the building.
- There will be a speedy and accurate roll call at the gathering point.
- There will be an orderly and controlled return to the building.
- A risk assessment has been carried out on fire evacuation of the building.

FIRE SAFETY TRAINING

***All* Staff** *will:*

- Know who calls the Fire Brigade
- Know the fire drill
- Recognise the fire alarm
- Know the escape routes
- Know the alternatives
- Know the position and use of equipment
- Know the mustering point

The Health* & Safety *Officer will

- Designate one member of staff to collect register
- Designate one member of staff to check rooms, toilet, etc.
- Regularly check extinguishers and fire blanket
- Check push boxes
- Check alarm
- Check emergency lighting
- Keep a log of checks and drills
- Report any defects to the Management Committee
- Practice fire drill once a month
- Practice alternative routes

If you discover a fire*:*

• Raise the alarm by breaking the glass in the nearest push box - this will activate the fire alarm

• A designated member of staff will collect the register from the office

• Staff will lead children calmly and quietly out of the building by the nearest fire exit. These are clearly marked with pictures and arrows above doorways and in corridors

• Once outside the building, staff will walk the children to the mustering point as quickly as possible

• One member of staff will be designated to check all areas for stragglers before leaving the building him/herself

• Once at the mustering point the co-ordinator will conduct a swift roll call

• Do not re-enter the building until given the all clear by the fire brigade

TRANSPORT

Transport used for trips and outings will adhere to the standard conditions of contract for the conveyance of school children.

- They must have current MOT and insurance cover.
- They will carry a fire extinguisher and first aid box.
- Drivers must hold an appropriate driving license and a West Lothian Council minibus permit if driving a West Lothian Council mini-bus.
- Children will be accompanied by at least one other adult.
- Only vehicles with seat-belts on all seats will be used.
- Smoking is not permitted on any vehicle.

E-SAFETY POLICY

Where IT is in use, we will foster an open culture where accidental access to inappropriate sites is reported. The use of surveillance technology such as a net nanny will inevitably uncover examples of where inappropriate sites have been visited. The club wishes to foster an open culture whereby children / workers acknowledge and report examples of access to inappropriate sites so that they can be added to the banned list. Children / workers reporting accidental hits will be given the benefit of the doubt for their cooperation.

Anti-Virus
All 'clubs' will have in place anti-virus protection on their PC's

E-mail
We monitor E-mail use and highlight the dangers of SPAM and the need to protect your identity when using e-mail.

Filtering
As part of their ICT entitlement all children will be made aware that their use of the internet is filtered to prevent access to known sites of inappropriate materials

Monitoring
As part of their ICT entitlement children will learn that all internet usage is monitored and that the accessing of a particular site can be tracked to a particular PC and user

Bullying / Racism
Livingston Village Out of School Care Project is well aware that the increase in use of mobile communication technologies has brought with it the potential for e-bullying.

E-bullying or harassment will be dealt with using standard anti bullying procedures, even if it occurs out with Livingston Village Out of School Care Project hours but is related to or affects relationships with the club.

Under **NO CIRCUMSTANCES** should a child be allowed to work unsupervised on IT equipment.

Livingston Village Out of School Care Project recognises that e-bullying does not exist exclusively between children and that staff are often targets of such abuse. Therefore communication between children and staff is not permitted.

MOBILE PHONE POLICY

Mobile phone usage is not permitted on club premises except by members of staff and only then for legitimate Livingston Village Out of School Care Project business.

Parents should therefore discourage their child/ren from bringing mobile phones or Smart phones onto club premises.

Where parents allow children to bring a mobile phone to the club without our knowledge they do so entirely at their own risk. The club accepts no responsibility for any loss or damage whilst the phone is on the premises.

ADMINISTRATION

GENERAL INFORMATION

There will be a lockable cabinet for the secure storage of records and personal information.

Medication will be kept in a locked cabinet and appropriate records kept regarding its administration.

The constitution, policy documents and insurance certificates will be kept in the office and available for inspection.

Staff will be aware of the location of such documents.

RECORDS

The Management Committee will keep an up-to-date list of all responsible persons. Any additions/changes to this list will be notified to The Care Inspectorate and any person not on the list shall not be allowed unsupervised access to children until clearance is received.

RECORDS – CONFIDENTIALITY

All club records shall be kept in a secure place.
Staff must recognise their responsibilities to keep information confidential.

RECORDS - OPEN ACCESS

Parents have the right to view their child's records.
The Co-ordinator will make records available on request.
Parents will ensure that information provided is up-to-date.
Child Protection Policy means that the Open Access Policy may not cover certain information.

RECORDS – FINANCE

- Receipts can be issued for all payments of fees.
- Receipts will be retained for all purchases.
- The Co-ordinator will record all receipts and purchases.
- A summary of these will be made to the Treasurer for each Management Committee meeting.
- An accountant will advise on methods of bookkeeping and these recommendations followed.
- An accountant shall audit accounts annually.

We hold records of:

Adults

1. Names and addresses of all staff on the premises, including temporary staff who works with the children or who have substantial access to them;

2. Names and addresses of all members of the management committee;

3. All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

Children

1. Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;

2. The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;

3. The allergies, dietary requirements and illnesses of individual children;

4. The times of attendance of children, staff, volunteers and visitors;

5. Accidents and medicine administration records;

6. Consents for outings, administration of medication, emergency treatment;

7. Incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

Safety

1. Risk assessment.
2. Record of visitors.
3. Fire safety procedures.
4. Fire safety records and certificates.
5. Operational procedures for outings.
6. Vehicle records including insurance.
7. List of named drivers.

Health

1. Administration of medication.
2. Prior parental consent to administer medicine.
3. Record of the administration of medicines.
4. Prior parental consent for emergency treatment.
5. Accident record.
6. Sick children.
7. No smoking.

INSURANCE

The club will hold valid insurance cover for both public liability and employer's liability.

All vehicles used for transport will have appropriate insurance cover.

Copies of insurance certificates will be held in the club and be available for inspection.

PUBLIC INFORMATION

Under **The Law Reform (Scotland) Act [1990],** the Management Committee will make available to any member of the public on request

(a) A copy of the Club's Constitution,

(b) A copy of our most recent statement of accounts,

(c) The date on which the annual accounts are (or will be) prepared.

In addition the Committee will publicly display the most recent minutes of the Management Committee meetings on the Club website.

COMPLAINTS PROCEDURE

The Management Committee and staff of Livingston Village Out of School Care Project together aim to provide a safe and healthy environment in which children will thrive.

We will always be ready to listen to comments and criticisms from parents/carers on the staff, the Club in general and its performance.

We hope that members will not find cause for complaint, but in the event of a parent/carer having such a complaint, it should be put in writing first to the Management Committee who will record the complaint and attempt to resolve it informally.

If the complainant is unhappy with the result of the investigation, they will be invited to attend a Committee Meeting or, if they prefer, to a face-to-face meeting with relevant members of the Management Committee [e.g. the Chairperson and/or Treasurer etc] in order to pursue the complaint.

Should anyone need to raise a complaint about any aspect of the club, their concerns will be taken seriously and investigated by a member of the Committee.

Appropriate action will be taken and the complainant informed of the outcome.

If any individual is unhappy with the result of the investigation then they will be entitled to attend a committee meeting in order to pursue the issue.

Any unresolved complaints could be referred by the parent/carer to:-

Care Inspectorate

Compass House,
11 Riverside Drive
Dundee
DD1 4NY

Tel: 0845 600 9527 **Email**: enquiries@careinspectorate.co

A diary of complaints and their outcomes will be kept.
(Our full complaints procedure is available on line and in Appendix v3)

PARENTAL RESPONSIBILITY

The Adoption of Children Act [2002] has made some changes to the law regarding parental responsibility. An unmarried father of a child whose birth is registered after 1 December 2003 obtains parental responsibility providing that he is named on the child's birth certificate.

An unmarried father of a child whose birth was registered before 30 November 2003 has the option to acquire parental responsibility through a voluntary agreement with the mother or a parental responsibility order. Through the court he can additionally acquire parental responsibility through the methods outlined below.

Unlike the mother's parental responsibility, any parental responsibility given via an order gives the bearer of the order parental responsibility.

Parental responsibility can only be ended if the child is adopted or the order is discharged.

The only person who can apply for a parental responsibility order is the unmarried father or a married step-parent.

Any person who obtains a residence or special guardianship order obtains parental responsibility for a child up to the age of 18 years unless the order is discharged.

If the unmarried father marries the mother he will gain parental responsibility through the "presumption of legitimacy" and would thus be ineligible to apply for the order.

An unmarried father is the man who has his name on the child's birth certificate. If a man not named on the birth certificate claims to be the child's unmarried father, a court may consider an application for a Section 4 Parental responsibility order.

Mothers and fathers of children can give parental responsibility to unmarried fathers, or a married step-parent, through a voluntary agreement. Once given, only a court can discharge this agreement.

The father, a married step-parent, anyone else with parental responsibility or the child can apply for this agreement to be discharged

EMERGENCY EVACUATION POLICY

This policy is intended to cover all Emergency Evacuations should there be a requirement to evacuate people from the building which houses Livingston Village Primary School [LVPS], Livingston Village Nursery School [LVNS] l and Livingston Village Community Education Centre [LVCEC] for whatever reason.

This would include [but not be exclusive to] Fire Alarms, Bomb Threats or the discovery of Suspicious Packages. Livingston Village Out of School Care Project [hereafter called Little Villagers], will at all times comply with instructions or guidance from the, West Lothian Council appointed, Senior Responsible Officer, Police Scotland, Lothian and Borders Fire Service.

Every West Lothian Council building has an appointed Senior Responsible Officer [SRO], Little Villagers staff should make themselves aware of who this person is for the LVPS building.

Staff at Little Villagers will never ignore a recommendation or instruction to evacuate the building, however staff may, based on their judgement of events and situation, initiate an evacuation of all staff and children within our care even if no instruction or recommendation has been given or if they feel that guidance not to evacuate is potentially inaccurate.

DISCOVERY OF SUSPICIOUS ITEMS

If any Little Villagers staff member discovers a suspicious item or receives a threat they should immediately inform the senior member of staff who is onsite at the time. The Senior Staff member will immediately notify Police Scotland and [if available] the SRO. If either Police Scotland or the SRO recommends Evacuation, then Little Villagers will not hesitate or delay a full evacuation of all staff and children within our care. Evacuation should not be delayed because of delays I speaking with the SRO or Police Scotland.

N.B. *If the Suspicious Package is external to the building it is often safer to remain within the building – hence we will be guided by Police Scotland at all times.*

The decision to evacuate will be taken by the Senior Staff member onsite at the time – guided by Police Scotland, normally. If Police Scotland declares an evacuation is essential or advisory then Little Villagers staff will initiate an evacuation procedure. If the Senior Responsible Officer recommends an evacuation, Little Villagers Staff will initiate an evacuation procedure. If the senior Staff Member onsite recommends an evacuation, Little Villagers Staff will initiate the Emergency Evacuation procedure.
If the Suspicious Item is small or contained in a remote part of the building, Police Scotland [or the SRO] may recommend an internal evacuation [e.g. to another part of the Building].

EVACUATION PROCESS

All Little Villagers Staff members MUST be familiar with the Emergency Evacuation procedures and routes. It is the responsibility of the Play Manager to ensure all staff members are trained in the Emergency Evacuation procedures and remain aware of procedures and routes.
Little Villagers should initiate an Evacuation Drill on at least two occasions each year.
During an the Emergency Evacuation Staff Members must be clear about their responsibilities. The Play Manager [or senior staff member onsite] should ensure at the start of every session that each staff member present is clear about their responsibilities should an Emergency Evacuation be necessary [e.g. each staff member will be responsible for the safety and register of a set group of children].
The Emergency Evacuation route taken will depend on the nature of the evacuation and the location of the Assembly Point. Little Villagers Play Manager [or senior onsite staff member] will make this decision based upon available information.
If an Evacuation is necessary staff shall lead the children they are responsible for to the nominated Assembly Point.
The Assembly Point chosen will depend on the reason why there is an evacuation.
There are two nominated Assembly Points: one at least 500m away from the building; one at least 1 km away from the building. These are:

- the far end of the Village Green and;
- the Simpson Park Way [through the village, past the Tennis Courts, over the two stone bridges, the grassy hill on right].

If Little Villagers need to evacuate staff should ensure that the following items are taken with them:

- Register of attendees
- Red Folder [containing Parent Contact Details]

Additionally:

- 1 Staff member should be nominated to check the toilet.
- 1 Staff member should be nominated to ensure any medication required by any child in our care is taken.

Staff should not delay evacuation by allowing children [or staff] to collect any other belongings, including jackets, coats or bags.
The Assembly Point should not be left until advised that it is safe to return to the building by Police Scotland or the SRO.
During an evacuation a parent, or authorised responsible adult, may arrive at the Assembly Point to collect a child. The member of staff responsible for the child who is collected [from the Assembly Point] by a parent/authorised responsible adult, should record that the child was collected, by whom, and at what time. Normal procedures should apply and children should not be released in to the care of any unauthorised adult.