

# Sweetpeas@Parsonage Farm Policies

This booklet has details of our policies. They are in alphabetical order. If you have any questions, please do not hesitate to talk to a member of our staff.



## Sweetpeas @ Parsonage Farm

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Sweetpeas @ Parsonage Farm  
Parsonage Farm Nursery and  
Infant School  
Cherry Tree Close, Farnbor-

Email :  
sweet-  
peasclub@hotmail.co.  
uk  
Mobile Number:

## **Sweetpeas at Parsonage Farm**

All groups operating within the school are named after flowers. "Sweetpeas" has been chosen for the out of hours club as they are a flower which grows and blossoms freely, following the paths of growth which suit them best.

## **Parsonage Farm school Values**

- To care for each other
- To listen to each other
- To respect each other
- To enjoy learning
- To try our best even when it is hard

Sweetpeas is an integral part of the school and agrees and encapsulates the School Values at all times.



Sweetpeas at Parsonage Farm  
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**Admissions Policy**

Sweetpeas offers care for children aged 3 – 9 years for before school, after school and holiday club care. When your child/ren reaches the end of academic Year 4 they will no longer be eligible for a place at Sweetpeas.

**Order of Admission:**

- Children who attend Parsonage Farm Nursery and Infant School
- Children who attend another school which have no extended school care provision and have a sibling at Parsonage Farm
- Children who attend another school which have extended school care provision and have a sibling at Parsonage Farm
- Children who attend another school and have no access to extended school care
- Full-time breakfast and after-school session
- Full-time after-school club
- Full-time breakfast Club
- 4 days a week for either session
- 3 days a week for either session
- 2 days a week for either session
- Weekly booked sessions on a first come basis

**Opening Times:**

Breakfast Club:	7.50 am to 8.30 am
After-school Club:	3.15 pm to 5.30 pm
Holiday Club:	8.00 am to 5.30 pm

All parents are expected to collect their children on time. Frequent late collection will result in a charge of £15.00. If this continues then termination of the child's place will occur.

All parents are expected to pay their bills on time which is the 10<sup>th</sup> day of the month. Frequent late payments will have a charge of £15.00 levied on a separate invoice. Persistent late payment will result in a formal meeting being arranged with Manager and Committee Chairperson.

In the event of sickness or not attending for whatever reason you must inform Sweetpeas. This is of paramount importance due to child-staff ratios. Ofsted policies and procedures are very specific regarding these matters. If you cannot contact us on the above number please leave a message with school. All booked sessions will be charged for.

All children are welcome in our clubs – see our Equal Opportunities Policy.

Date reviewed:  
To be reviewed:

Sep 2010  
Sep 2011



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**Dealing with Accidents Policy**

The club has a policy which aims to address the needs of children and staff with regard to dealing with accidents.

All accidents which occur during a Sweetpeas sessions will be recorded on the accident forms – please see an attached copy.

If an accident occurs of any kind to a child, the Parent/carer will be notified on collection and asked to sign the accident form.

Accidents will be dealt with through a cold compress or plasters where applicable – it is the parents/carer responsibility to advise the staff of any allergies to plasters.

Where an accident is sufficiently serious, or the child is sufficiently distressed, then the Parent/carer will be called to collect their child and take them for medical attention. Where it is necessary to call an ambulance, again the Parent/carer will be called. If they have not arrived at the school before the ambulance is to leave, then a member of staff will accompany the child and an Emergency Cover member of staff will be called in. All parents will have signed a consent form allowing Sweetpeas staff to make decisions on behalf of their child where necessary for medical attention.



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**Behaviour Policy**

At Sweetpeas we seek at all times to involve children in the establishment of good behaviour. We adhere to principles of consistency throughout the school in the way that the adults use positive reinforcement techniques to ensure that the children are strongly supported in conforming to the expected standards of behaviour.

Any member of staff may award a child with a smiley sticker. Award of these stickers is entirely at staff discretion and can be given for commendable work, behaviour or attitudes to reinforce good behaviour.

Any work or behaviour of a particularly high standard can be referred to the Head teacher for the reward of a Golden Rabbit.

Any child who fails to respond to positive compliance strategies, or who chooses to break the agreed code of behaviour, will be subject to the following sanctions:

- 3 Verbal reprimands or warnings
- Move to be with an adult (supervisor if appropriate)
- Send to Head teacher

Being sent to the Head teacher will incur strict reminders of the expectations of behaviour in any given situation. Any child incurring this penalty will normally spend some "time-out" in the Head teacher's office to consider their future response to the identified situation.

If a child is sent to the Head teacher twice in one week, the Parents will be asked to come to school to discuss the situation and ways of working in partnership to identify and respond to the problems.

All cases will be treated individually, the club aims to look at the needs of the individual child and look at why they may be exhibiting challenging behaviour and how this may be addressed.

If it is necessary to exclude a child from the club, then Parents can make an Appeal to the Committee who will consider each case independently, taking evidence from all concerned.

All staff are empowered to use their own judgement in sending children to the Headteacher immediately in extreme cases, or summoning help to deal with any given situation.



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**Confidentiality Policy**

Sweetpeas works with children, staff and Parents and will therefore be in contact with confidential information.

To ensure that everyone involved in managing and working in the club can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children on submission of a written request but will not have access to information about any other child. All files and records are stored in a locked cupboard when the club is not functioning.
- Staff will not discuss individual children with people other than the Parent/carer of that child.
- Information given by Parents/carers to sweetpeas will not be passed on to other adults without permission.
- Issues to do with the employment of Staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions as will any other issues discussed by the Committee. ( see attached CRB Policy)
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Supervisor and named members of the Committee.
- Any information provided will be treated in strictest confidence and will not be used for any other purpose than that stated.



## Sweetpeas at Parsonage Farm Policies and Procedures

### **Procedure for Children to be Collected**

It is school policy that any child shall only be collected by their parent or guardian unless authorisation has been given by themselves to a member of staff. Sweetpeas adheres to this policy stringently and if there is any doubt then confirmation will be sought first from the Head-teacher and secondly by contacting the child's parent, if there is still any doubt about authorisation then the child will be kept at Sweetpeas until an emergency contact is available.

### **Procedure for an Uncollected Child**

The following procedure should be put in place if a child has not been collected by a parent by 6pm.

1. Contact 1<sup>st</sup> choice on contact form.
2. Contact 2<sup>nd</sup> choice on contact form.
3. Use emergency contact numbers.
4. Contact Children's Services, Child Protection Officer and Chair/Manager.

### **Lost Child Procedure**

In the first instance that it is suspected that a child may be unaccountable the Supervisor and Chair Person must be informed. The following procedure then takes place.

1. A thorough search of the school and outside area.
2. The parents of the child will be informed.
3. The police, Child Protection Officer, Chair/Manager and Ofsted will be informed.

### **Runaway Child**

No restraint is to be used unless the child is a danger to themselves or to another person. If the child does run away a member of staff will follow with the mobile phone and informing other staff of the situation. If a child persists to run away on more than two occasions the child will be excluded.

Date of Review  
To be Reviewed

Sep 2010  
Sep 2011



## Policy for Child Protection

The children in our care come from a variety of home backgrounds and are sometimes subject to experiences which cause them disquiet or alarm. An essential element of our care and concern for their physical and mental welfare is to provide opportunities for them to talk in an atmosphere of confidence and trust if they wish to do so.

From time to time children will appear with bruises which are the result of accidents or incidents. We need to exercise discretion in recognizing persistent or regular bruising, the child who explains marks or bruises with a bizarre cause, or complains of soreness in any part of the body.

Whilst we respect confidences shared by children, the Head teacher is informed immediately if any child raises an issue which causes concern to the adult involved, regardless of context.

Action should be immediate and as follows:

The disclosure or suspicion of abuse, (emotional, physical or sexual) should be reported to the clubs Child Protection Liaison Officer (CPLO) or the person in charge at the time.

**Sweetpeas CPLO is: Miss K Greenway**

- An accurate, noted report should be made on paper and any bruising or marks coloured onto a skin map. Staff should note what they have observed and when they observed it. A copy of this is attached.
- The CPLO should inform the relevant team manager of the Education Welfare Services as soon as possible – 01252 814702  
Children's Services should be informed if suspected abuse is clear.  
Duty Officer 01264 32417
- Sweetpeas staff should NOT notify or make enquiries of parents when abuse is suspected. If there is urgent medical attention required and there is suspicion of abuse the CPLO should inform Children's Services and take the child to Accident and Emergency Department

At all times the CPLO will act in accordance with the Child Protection Guidance issued by Hampshire County Council. The CPLO and staff will ensure that they regularly attend training necessary to update knowledge and skills.



## Sweetpeas at Parsonage Farm Policies and Procedures

### **Complaints Procedure**

Sweetpeas aims to work in conjunction with parents/carers and children to provide the best possible care for the time the children are with us.

#### **Issues concerning a Play Worker:**

In the first instance, the matter should be raised with the club Supervisor. If the matter is not resolved, then the parent/carer should ask to speak to the Manager or a Committee Member.

#### **Issues concerning the Supervisor/Manager:**

An appointment can be made for a confidential meeting with a Committee member, at which the matter can be discussed and satisfactorily resolved.

#### **Issues concerning a Committee Member:**

This should be raised in the first instance with the Committee Chairperson, or if it concerns the Committee Chairperson with another member of the Committee, who will bring about a satisfactory conclusion.

#### **Issues concerning a child: where a child's conduct has resulted in action being taken.**

Parents can appeal to the Committee who will consider each case independently, taking evidence from all concerned. This will naturally be confidential. Parents will be invited to "present their case".

#### **Issues concerning a Parent/Carer:**

If a Parent/carers conduct whilst at Sweetpeas provides cause for concern then the Parent/carer will be asked to moderate their behaviour. If necessary the Parent/carer and relevant child will be excluded from the club. If it is thought to be a child Protection Issue, then the Child Protection Officer will be involved.

#### **Complaints made in Writing:**

Any complaint made in writing will be investigated and responded to within 28 days. The form attached is used to record the complaint, any action taken and the outcome, a summary of which can be made available to the Parent and Ofsted. All records to be kept for a period of ten years.

OFSTED  
NBU, 3<sup>rd</sup> Floor  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

Ofsted Telephone Number 0845 601 4771

Date of Review  
To be Reviewed

Sep 2010  
Sep 2011



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**Equal Opportunities Policy**

We have a mission statement which clearly outlines our commitment to give opportunities for all to achieve their full potential (see attached Mission Statement).

Throughout our school community we perpetuate the value of the individual and share the understanding that all should feel valued and free from discrimination. In all respects we avoid images of stereotyping and prejudice, encouraging all to accept and understand the diversity of the human race.

As adults we are aware of the need to overtly model equality in our actions, behaviour and speech.

We aim to:

- Provide a safe and welcoming place for all children and adults.
- Promote an awareness of discrimination and establish an environment which becomes effective in reducing prejudice and raising self esteem.
- Promote justice, equality of opportunity and fair treatment for all and thereby achieve the level of success and self respect which they deserve.
- All children will be treated as individuals without being labelled or stereotyped.

Date Reviewed  
To be Reviewed

Sep 2010  
Sep 2011



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**Policy for Fire Safety**

Parsonage Farm School is a low level building with each classroom and working area situated within close proximity to an exit. All doors opening to the outside are secured in the normal course of events by internal security bolts which can be operated manually by any adult.

**Any adult discovering a fire:** will immediately smash the glass of the nearest fire alarm and alert any other persons in the vicinity. The Head-teacher should be informed of the location of the fire at the earliest opportunity following evacuation of the building.

**The Fire Muster Point** is at the top of the main playground, immediately facing the fenced bank area.

**Fire Practices** are held at least once every half term on various days and are actioned without prior warning to staff or pupils.

**When the alarm sounds** all persons stop work immediately and form an orderly line at the door. The supervisor collects the register, mobile phone and emergency contact box, will unbolt the doors and lead the way out, with the play worker checking all children are clear of the toilet and cloakroom areas before shepherding the rear of the line of children. If the supervisor is in sole charge of the children, s/he will direct the lead child to the muster point whilst checking the cloakroom areas immediately adjacent to her class base. Any children with special physical needs are taken out of the classroom by their attached assistant, who will assist their rapid exit from the building without normal walking aids if these are not immediately to hand. Able-bodied children are required to walk in an orderly line at the pace set by the lead person and form a quiet line on the playground facing the fenced area. The Supervisor will carry out a rapid head-count of pupils to ascertain the number of children tallies with that of the number of children in the register. Then a full register will be taken as a double check with the supervisor gaining visual recognition of each child.

**No person ever returns to the building before the Head-teacher/Supervisor gives permission for them to do so.**

**Adults in the building** at the time of the alarm sounding leave by the nearest exit, taking with them any children who are in their care at that time. These children are returned at the earliest opportunity to their class line at the muster point. Adults report to the Office Receptionist (or the Admin Officer in her stead) and stay together by the children.

**In the event of a real fire** (or in cases where the cause of the alarm is uncertain), the Head Teacher/Supervisor is responsible for directing a 999 call to the emergency services. If the Head Teacher is not in the Office, the adult nearest to the telephone makes the 999 call and then leaves the building immediately.

## **First Aid Emergency Procedure**

If there is a First Aid situation that warrants a child needing Emergency Treatment then the following procedure should be taken :

- Contact parent to take child to hospital.
- Or call an Ambulance and the Supervisor accompany the child with their contact form.
- If non-urgent then the Supervisor and a member of staff transfer the child to hospital. If possible contact extra staff to stand in at Sweetpeas

Repeat attempts should be made to contact a parent through-out these procedures.

Staff should use their discretion at action to be taken in any given situation, keeping the health and safety of all children a priority.

Date Reviewed

Sept 2010

To be Reviewed

Sept 2011



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**Policy for Health and Safety**

It is the responsibility of the Head-teacher (who is the Health and Safety Officer) and the Governing Body to establish and maintain a safe environment throughout the school. This vigilance is pursued with especial regard to safe working practices, communication of safety procedures, maintenance of surfaces and general upkeep of the buildings and grounds.

All adults working in school are expected to follow safe working practices as laid down in curriculum safety documents and the Central Personnel guidelines on Health and Safety at Work. The children are under immediate supervision of Sweetpeas staff, who ensure that they understand the rules for keeping safe in school as well as maintaining good standards of discipline and child care.

The Buildings Committee of the Governing Body maintains an overview of safety procedures and carries out a safety audit with the Head-teacher annually. During this audit, specific areas are inspected. Issues such as access to the site, glazing risk assessments, surfaces and Fire procedures are reviewed. During the normal course of business, the Buildings committee identify and address any pertinent issues that arise and report back to the main Governing Body.

**First Aid**

This is administered to children and staff as necessary by named members of staff. The first aid room is situated in the bathroom of the Meadow and also in the main administration area. An ice pack is available in the freezer in the Meadow.

**Medicine**

This can be administered in Sweetpeas on written request from Parents using a medicine consent form (please see attached copy)

**Emergency contact numbers and addresses**

These are kept on file for all adults and children in Sweetpeas. The files are kept in the locked cupboard in the Meadow, which can be accessed by all members of staff. Emergency numbers for Frimley Park Hospital, Farnborough Police and local doctors are also kept in the front of the file for quick reference in cases of emergency.

**Electricity in school**

This is treated with due regard to safe practice at all times. Electrical equipment is regularly inspected to ensure compliance with safety regulations. No child is permitted at any time to handle electrical plugs and socket caps are placed wherever empty sockets are visible and within reach of the children. Excess lead on electrical appliances is taped up to ensure that no wires present a trip hazard. We ensure that all connections to computers and other audio-visual equipment are stowed in such a way as to discourage access by children. Any extension leads used outdoors for whatever reason are placed as to minimise the trip hazard and are always connected to the mains supply via a circuit breaker.

**Safety of Equipment**

Annual checks are made on the different types of equipment in the school, including electrical appliances, gymnastics equipment and outdoor play facilities.



Sweetpeas at Parsonage Farm  
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**Sick Child Policy**

At Sweetpeas we believe that the children should feel safe and secure at all times but especially if they are unwell. All staff listen to children who say they feel unwell and in consultation with the Supervisor decide whether the child needs to go home.

Any child thought to have an infectious disease would be segregated immediately to a more comfortable area where the Supervisor or Chair Person would look after them until a parent is available. This would be approached in a positive and discreet manner to maintain the child's self esteem.

In normal circumstances, a child will not be allowed to attend Sweetpeas if they have been absent from school on that day due to their illness.

Children who have suffered sickness and/or diarrhoea within twenty-four hours will not be admitted to the club. This means twenty-four clear hours after the last bout of sickness and/or diarrhoea.

The club should be informed as soon as possible if a child has any infectious condition. Whilst respecting parent/child confidentiality, it may nevertheless be necessary to warn other parents whose children attend Sweetpeas.

Date of Review  
To be Reviewed

Sep 2010  
Sep 2011



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**Statement of Protection**

We have high expectations of the staff at Sweetpeas and expect them to behave in an appropriate manner at all times to:

- Talk to the children with respect
- Respect a child's feelings at all times
- Promote good self esteem
- Treat each child as an individual
- Allow the children to their voice
- Keep all children safe from physical harm
- Allow the children to develop independence
- Listen to the children and act accordingly

Any member of staff not fulfilling these expectations will be subject to disciplinary action.

**Member of Staff accused by a child**

- Any accusations made by a child shall always be taken seriously.
- A written report of the child's account and the member of staff's account will be made.
- It is up to the Head-teacher/ Supervisor/Committee to decide on the whether the member of staff should take leave of work while the accusation is investigated.
- The parents of the child shall be informed of all stages of the investigation.
- Ofsted shall be informed of any complaint concerning a member of staff.



## **Policy for Security**

Aspects of security in the school are constantly monitored in response to the need for ensuring that the children and adults working in the school do so in a safe environment. We are also mindful, however, that the school is a community where parents and visitors should feel welcome and valued and children are given scope for independence within set parameters.

The school gates are unlocked at 7am each morning by the Site Manager. The front door has a key-code security lock which is known to all staff. The code is changed regularly as a matter of course and immediately if the number becomes known to anyone else. Parents wishing to enter the school during Sweetpeas have a separate key-code on the front-door.

All entry to the school is through the front (key-code) door. All entry gained during school hours is supervised by the Admin staff. Visitors are required to sign in and wear a badge at all times whilst in the building. The Nursery playground is padlocked during use.

The school has three points of entry to the grounds, one from the car park on Trunk Road, one from Guillemont Fields and one from Cherry Tree Close. The gateway from Trunk Road leads directly onto the playground and parents are asked to secure the bolt as they leave in the morning. It is a staff responsibility to check that this gate is secure at the start of play-time, or whenever children are taken into the playground. The vehicular entrance on Cherry Tree Close is limited to staff and delivery vehicles. This car park is fenced and gated to prevent unsupervised child access. All gates to the school carry a reminder to Parents about bolting the gate behind them.

When the children are outside there are designated supervisory adults to ensure that a vigilant eye is kept for potential dangers. Any unknown adult appearing on site is challenged by the nearest member of staff and directed or escorted to the school office. There is a well-signed path from the Trunk Road entrance around the school to the main door, with gates fitted with slide bolts.

The Site manager is responsible for checking that all doors and windows within the room are secured and gates locked at the end of the day.

All adults employed in school are empowered to take decisions and act at all times to ensure the immediate safety of the children in all situations.



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**Special Needs Statement**

Every child in Sweetpeas is an individual and is treated as such. All staff help to promote high self esteem and team spirit, within a caring community where no-one is discriminated against for any reason.

We are an inclusive club and have the provision for children with many Special Needs. The building is on a level site with ramped access and there are adapted toilet facilities for people with physical needs.

Each child's needs are taken into account and where appropriate an Individual Care Plan would be made in consultation with parents, supervisor and Chair Person, this would include specific needs of the child and how they would be provided. Regular reviews shall take place ensuring the on going care of the child.

Sweetpeas has a very good relationship with the staff within school and will always liaise with the child's teacher if they feel that they need any further guidance about Individual Special Needs.

Admission Policy regarding Children with Special Needs: Application forms are to be filled in by a Parent/carer with details of the special needs including dietary/medical needs.

Date of Review  
To be Reviewed

Sep 2010  
Sep 2011



Sweetpeas at Parsonage Farm  
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**No Smoking Policy**

There is no smoking permitted within the school buildings or grounds. Any person found to be doing so will be asked to extinguish the cigarette immediately or to leave the premises.

Date of Review  
To be Reviewed

Sep 2010  
Sep 2011



## **Guidelines for Safe Physical Play**

### **Weather conditions**

The Supervisor/Manager is responsible for making a professional judgement concerning the use of any areas/apparatus during extreme weather conditions and communicating this to other staff and the children.

### **Adventure Playground**

- Children must wait in an orderly line on the paved path to await permission from an adult before going into the adventure playground area.
  - The adult is positioned at the school end of the area, with their back to the wild area fence. Attention must be focused on the children at all times.
  - If the children are wearing coats, they must be fastened before the children start to climb.
  - Adult discretion/ professional judgement to be used concerning footwear.
  - At no time may children play chasing games in the area.
  - Children are not permitted to jump off any of the equipment.
  - The children have been told that no more than four are allowed to climb on each piece of the equipment, but use your discretion if they are being sensible.
  - Only one child at a time to go across the monkey bars.
  - Normal rules for safe play apply in all situations i.e. no pushing, fighting, throwing, due regard for personal space/capabilities etc.
  - An arm is raised and "Sweetpeas" is called to get the children's attention.
- In cases of emergency, raise a hand and blow the whistle.

### **Swings**

Swings are available for the children to use. Children are not permitted to stand on the swing seat, or swing/twist on their tummies. Those waiting for a turn must do so from the safety of the concrete path in front of the swings – there is no access permitted from the hedge area behind the swings.

### **Scooters:- only for use during holiday club**

Due regard must be paid to speed and direction to ensure the safety of self and others. The wearing of helmets is a requirement whilst using the scooters.

**Please see additional guidelines on next page, to be used in conjunction with the above.**



Sweetpeas @ Parsonage Farm  
Parsonage Farm Nursery and Infant School  
Cherry Tree Close, Farnborough,  
Hampshire, GU14 9TT

### **Procedure for Staff Recruitment**

The following procedure should be followed when recruiting new staff:

- Advertise within the Parent body, local press, colleges and Job Centre
- Informal visits welcome (optional)
- Short list applicants from application forms received referring to Person Specification for job.
- Interview using the attached question sheet giving a score for each candidate.
- Appoint on results of Interview, qualifications/experience and suitability to fit into the team.

A probation period of three months applies to all appointments, at the end of which all references and checks should be complete.

If all agreeable then Job description and Contract will be signed by all parties.