

POLICY DOCUMENTS



Reviewed March 2015



NEWTONHILL OUT OF SCHOOL CLUB

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NEWTONHILL OUT OF SCHOOL CLUB

Mission Statement

The needs of the club are to promote the education of children in need of care during out of school hours and school holidays and to provide or assist in the provision of facilities for the recreation or other leisure time occupation of such children in the interest of social welfare with the object of improving their conditions of life.

Aims and Objectives

We aim to offer before and after school care and holiday care to children of school age up to 12 years (16 years for special needs children). We aim to offer play and education opportunities that are both fun and challenging. We will promote the dignity, privacy, choice, safety, potential, and diversity of all users and staff of the club.

We will achieve these aims in the following way.-

We will promote policies and procedures by following the guidelines at all times; copies will be available for parent/carers. Policies will be reviewed regularly to ensure we meet the current legislation. The club will employ competent and confident staff that has been appropriately vetted.

We will ask for two appropriate written references, and an Enhanced Disclosure/PVG check before a post is offered. We encourage lifelong learning and support all members of staff to reach their next level of qualification, (cross reference to Scottish Social Service Council code for employers), and be registered with Scottish Social Service Council and follow codes of practice.

The club will provide a balanced range of activities, taking account of the ages, cultural, development needs, interests and hours and pattern of attendance of each child and young person. The club is run by competent child care workers with experience of running a stimulating and safe service.

The club will operate a self-evaluation scheme as a means of ensuring continuous improvement and will involve all staff and users in the process. We will do this by ensuring staff have regular appraisals and that everyone at the club; children carer and workers are involved in ensuring 'the child is at the centre'.

We will engage with parents/carer in a friendly manner making conversation about things at the club. We will promote positive behaviour at all times.

The club will be transparent in all of its activities.

The club will take account of local and national guidance in its activities.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

CHILD PROTECTION

Newtonhill Out of School Club will promote the safety of users to ensure that they feel safe and secure and that they are free from exploitation and abuse.

This is achieved by:

The club promoting programs on healthy lifestyles and relationships, hygiene, diet and personal safety in partnership with parents.

Staff will have a clear understanding of their roles and responsibilities in protecting children and young people from harm, abuse, bullying and neglect.

Staff receiving training in recognition of harm, abuse, neglect, bullying and discrimination and will follow the club's procedures in addressing these issues.

The club's child protection procedure follows North East Scotland Child Protection guidelines.

All staff being vetted in line with, the SSSC and P.V.G. scheme prior to appointment.

The club meeting the recommended adult: child ratios at all times.

Regular risk assessments are carried out.

All child protection matters complying with the club's Confidentiality and Record -Keeping Policies.

We will achieve the above by:

Following guidelines for signing children in (where appropriate) and out of the club ensuring they are collected by named adult.

Any issues of harm, abuse, neglect, bullying or discrimination will be addressed promptly to ensure child's safety.

If a child discloses to a member of staff that they are being abused in any way or form, staff should listen and then record all the details that have been disclosed (this information should then be kept in secure filing cabinet)

It's the responsibility of any member of staff who has abuse reported to them to, without delay, contact Heather Edmond manager, if not immediately available then Moira Laird. Where they judge that there is evidence of abuse or potential danger to a child then they will contact the Social work dept. on



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01224 783880 and ask for the Duty Officer in accordance with the NESPC child protection guidelines.

Categories of Abuse as stated in Child Protection Guidelines (NESPC):-

Categories of Abuse

The following are the standard categories of abuse used throughout Scotland, with the exception of the category of emotional neglect, which has been added to the emotional abuse category within the NESPC area. There may be some overlap between categories.

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

All children where there is physical injury and where:-

It is known, admitted or reasonably suspected that the injury was inflicted by any person caring for the child or any person likely to be a member of the same household, or anyone caring for the child knowingly failed to prevent the injury acted without due regards for the safety of the child, or the nature of the injury is inconsistent with the account of how it occurred.

Fabricated or Fictitious

This is the presentation or creation of fictitious illness, injury or disability and includes the following:-

A child's illness which is faked, and/or presented by the parent or carer.

Presentation of the child for medical assessment and care, usually persistently and resulting in multiple medical procedures and multiple medical opinions.

The knowledge of the cause of the child's illness, being denied by the perpetrator.

Acute symptoms and signs in the child disappear when the child is separated from the perpetrator although consequences or complications of the disorder may persist.



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Non-organic Failure to Thrive

Failure to thrive is failure to meet expected weight and growth norms or developmental milestones, which does not have a basis in a hereditary or medical condition and is reversible. This requires a medical diagnosis. Children are very rarely severely ill as a result of failure to thrive. However, in its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long term effects such as greater susceptibility to serious childhood illnesses, reduction in potential stature, long term developmental and behavioral problems.

Emotional Abuse

A failure to provide for the child's basic emotional needs to the extent that it has a severe effect on the behavior and development of the child is emotional abuse.

This can include persistent: coldness, hostility, criticism, inappropriate punishment or rejection by a caregiver. Denying the child opportunities for exploration, play and socialization appropriate to their stage of development, isolating the child from normal social experiences, preventing the child from forming friendships are examples of emotional abuse. 'Wilful destruction or significant impairment of a child's confidence' encourages the child to engage in anti-social behavior. Placing the child in a state of terror or extreme anxiety by the use of threats or practices designed to intimidate them.

Children who are left on their own for long periods, especially in infancy, and who do not experience adequate nurturing or who are subject to a large number of care givers may also come into this category.

Other types of abuse including Physical Injury, Neglect, Non-organic Failure to Thrive and Sexual Abuse, are likely to include some degree of emotional abuse which, because of its damage to the child's emotional growth and development, may have serious long term effects.

Sexual Abuse

Any child below the age of consent will be deemed to have been sexually abused when any person by design or by neglect causes that child to be involved in any activity that might reasonably be expected to lead to the sexual arousal or gratification of that or any other person, including organized networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated the behavior.



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Sexual abuse may include activities such as incest; rape; sodomy or intercourse with children; lewd and libidinous or homosexual practices towards children; indecent assault of children; taking indecent photographs of children; encouraging children to become prostitutes; or to witness intercourse or pornographic material.

Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, sleep, nappy changing, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances, which endanger the child.

This can also occur when an adult carer persistently pursues or allows a child to follow a lifestyle inappropriate to the child's development needs or which jeopardize the child's health. Or when a child is left unattended or inadequately supervised, though careful judgment is required as to the appropriateness of any care arrangements

Legislative Framework

The legislative framework for intervention in child protection matters in Scotland is found mainly in the following;

Getting it right for every child (G.I.R.F.E.C.). The Getting it right for every child approach is underpinned by **Common Values and Principles** which apply across all aspects of working with children and young people.

The Children (Scotland) Act 1995 which requires local authorities to promote the welfare of children in need and to make enquires when they receive information that a child may be in need of compulsory measures of supervision. It also requires the Children's Reporter and the Children's Hearing to consider children who are deemed to be in need of compulsory measures of supervision.

The Police (Scotland) Act 1967, which requires the Police to guard, watch and patrol in order to prevent crime, preserve order and protect life and property and to pass information to the Procurator Fiscal when an offence may have been committed.

The Criminal Procedure (Scotland) Act 1995 which lists offences against children

Any queries about the NESCPD can be directed on 01224 814646 or by e-mailing info@nescpc.org.uk



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The Regulation of Care (Scotland) act 2001 (the act) set up the care commission which registers and inspects all the services regulated under the act taking account of the national care standards issued by Scottish Ministers.

Aberdeenshire – Children and Families Teams
Portlethen and Surrounding Area
Duty or Team Manager
Rowanbank Road
Portlethen
AB12 4NX
TEL 01224 783880

Signed Adopted this day



NEWTONHILL OUT OF SCHOOL CLUB

CONFIDENTIALITY POLICY

The operation of Newtonhill Out of School Club involves the sharing of information between users and the club. In order to respect the dignity and the privacy of all users, the club will actively promote confidentiality in the following ways:

Providing guidelines for staff on required records / reports i.e. Personal files kept in locked drawer/cupboard.

Providing guidelines for staff on the handling of confidential / sensitive information as per NESPC Child Protection Guidelines.

Providing secure storage for files and information.

Staff will adhere to all relevant legislation in the keeping of records.

Providing parental / carer access to their child's own records if requested.

Undertaking not to disclose confidential information unless required to do so in matters of child protection or life or death situations.

Staff will not discuss children/parents/carers outside of the club environment this includes social networking sites.

I the undersigned ensure that the children/parents/carers right to confidentiality are safeguarded.

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SignedAdopted this day



NEWTONHILL OUT OF SCHOOL CLUB

PARTNERSHIP WITH PARENT/CARERS

Newtonhill Out of School Club values and encourages the involvement of parents / carers in the life of the club. We will promote partnership with parents / carers by:

Providing information on our aims and objectives, Policies and Procedures.

Encouraging pre-admission visits; so parents can see the club and what we have to offer.

Ensuring staff have a clear understanding of their role and responsibilities in protecting children and young people from harm, abuse, bullying and neglect as per child protection policy.

Ensuring staff work effectively with parents to support each child / young person's individual needs.

Regularly sharing information with parents / carers about their child / young person.

Creating an environment where mutual respect, trust and open communication are promoted.

Working with parents to promote positive behaviour and to deal with difficult behaviour, in line with the clubs behaviour and discipline policy.

Staff valuing and taking account of parent's views, giving feedback on any concerns to the manager.

Providing a private area to have discussions with staff.

Treating all parents equally and fairly as per Scottish Social Service Council codes of practice.

Ensuring parents / carers can lodge a complaint without fear of victimisation.

Ensuring parents / carers can contribute to the evaluation of the club's work.

By maintaining information confidentially while providing access to the records of your own child.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

PARTICIPATION POLICY

Newtonhill Out of School Club supports the view that children and young people should be treated with dignity and respect at all times and that they should be enabled to realise potential.

We will achieve this by:-

- Providing opportunities for children and young people to express their views, exercise choice and influence the activities of the club and help the children establish a Children's committee yearly.
- Actively consulting children and young people and valuing their views.
- Enabling children and young people to make informed choices.
- Providing opportunities for children and young people to learn about healthy lifestyles and relationships, hygiene, diet and personal safety.
- Treating everyone equally and fairly.
- Support and encourage children to take responsibility.
- Providing opportunities to be involved in the evaluation of the club's activities.
- Staff will use their training to encourage the children to try new activities.
- We will provide an environment where children feel confident and safe thus ensuring they have the time and space to express themselves in whatever form suits them.

Signed.....Adopted this Day.....



NEWTONHILL OUT OF SCHOOL CLUB

PLAY POLICY

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves. It is also a key component of a healthy lifestyle, enabling good physical, emotional, mental and social development.

At Newtonhill Out of School Club we recognise the importance of play to a child's development. As play workers we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

Facilitating Play

We support and facilitate play by:-

- Providing an environment which is safe and suitable for playing in.
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered.
- Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available most days.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills.
- Warning children in advance when an activity or game is due to end.

Play Areas and Equipment

- All indoor and outdoor play areas are checked and risk assessed daily before the children use them.
- We will keep an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.
- Children are involved in selecting additional equipment and resources for use at Newtonhill Out of School Club.



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- The resources used at Newtonhill Out of School Club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our Equal Opportunities policy.
- Newtonhill Out of School club will use the library to introduce children to books, we will become involved in our community and introduce the children to their local area, to aid their development.

Signed.....Adopted this Day.....



NEWTONHILL OUT OF SCHOOL CLUB

THE RIGHTS OF THE CHILD

Newtonhill Out of School Club supports the view that children and young people should be treated with dignity and respect at all times and that they should be enabled to realise their potential.

We will achieve this by:-

Providing opportunity for children and young people to express their views, exercise choice and, where possible, influence the activities of the club by actively consulting children and young people and valuing their views. We encourage use of the suggestion box, ideas to be typed up displayed and/or used.

The club will enable the children and young people to make informed choices.

Providing opportunities for children and young people to learn about healthy lifestyles and relationships, hygiene, diet and personal safety.

Treat everyone equally and fairly as per Scottish Social Service Councils codes of practice, and National Care Standards providing opportunities to be involved in the evaluation of the club's activities.

We will also work (where possible) with all other agencies involved with the health and wellbeing of the child.

Signed.....Adopted this Day.....



NEWTONHILL OUT OF SCHOOL CLUB

SPECIAL NEEDS POLICY

In keeping with the Equal Opportunities Policy. Newtonhill Out of School Club will provide equality of opportunity to all children and families and is committed to the inclusion of children with special needs.

Special needs cover a wide range and can include children who have physical or mental disabilities, children who are HIV positive, children facing short term difficulties, children with language needs, and children with behavioural problems.

To ensure a warm welcome Newtonhill Out of School Club, staff will need detailed knowledge of a child's specific needs to ensure their needs are met and can be managed within the Club. If appropriate, advice should also be sought from other agencies, e.g. health visitors and social workers. A Care plan will be developed between the Club and the Parent/Carer and reviewed each year or when required. Where possible the club will introduce a key worker to be available to the family and the child.

While in the Club all children will be treated as equals and will be encouraged to participate fully. Staff will observe the child to assess their needs and interests and will develop the session to take account of these.

Parents need to inform staff of any dietary requirements, this must be recorded and all staff fully informed. Routine or emergency medication will only be given under strict guidelines agreed by parent/carer and Newtonhill Out of School Club (see relevant medication form).

Parent/carers who themselves have special needs will be made welcome at the Club and supported in keeping with the Equal Opportunities Policy.

Development of Care Plans involving the parent/carers/agencies to assess and identify the children's needs (see relevant medication form).

Signed.....Adopted this Day.....



NEWTONHILL OUT OF SCHOOL CLUB

EQUAL OPPORTUNITIES POLICY

Newtonhill Out of School Club believes in the dignity, privacy, choice, safety, potential, equality and diversity of its users. We will actively promote these principles by:

Our Policies and Procedures and promotional material reflecting these principles in practice.

Ensuring everyone is treated with dignity and respect and valuing different ethnic backgrounds, language, culture, social diversity and faiths.

Ensuring all children are treated equally and fairly and endeavouring to establish an environment that is free from bullying, harassment and discrimination and have an anti-bullying policy.

Consulting with users and valuing the opinions expressed.

Training staff in recognising harm, abuse, neglect, bullying and discrimination and in challenging such behaviour.

Ethnic monitoring of admissions, waiting lists and recruitment.

The club will adhere to all relevant legislation by keeping up to date with circulars from Childcare Strategy, Care Inspectorate and Scottish Social Service Council.

Signed.....Adopted this Day.....



NEWTONHILL OUT OF SCHOOL CLUB

ABSENT CHILD PROCEDURE

Newtonhill Out of School Club is committed to ensuring that children and young people are safe. In the case of a child leaving the club without consent, staff will not jeopardise the safety of the other children and adhere to child : staff ratio. If possible a member of staff can try to talk the child back into the club. If this is not possible call the parent/carer and inform them of the incident, deciding with them what further action to take.

If the reason for a child's absence from the club is unknown, we will adhere to the following procedures.

P1-4

Check with child's /class/teacher/school office to see if the child has been sent home during the day or has been absent from school. Keeping the school informed of progress if necessary.

P5-7

If the child's whereabouts is unknown return to the Bettridge Centre giving time for the child to walk to the centre. If the child has not reached the centre by 4.00pm contact parent/carer. At no time will staff go looking for children putting other children at risk.

If when contacting parent/carer and the child is safe at home remind the parent/carer that the club requires a phone call to notify them of the child's absence.

If it is not possible to make contact with parent/carer/emergency contacts and there is no record of the child being absent, Police/Social work can/will be contacted.

It is the parent/carer's responsibility to ensure they keep the club informed of any changes to their child's requirements or contact details.

P5-7 Children are made aware they can attend the club if they go home and no parent/carer is present.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

PROMOTING POSITIVE BEHAVIOUR

Newtonhill Out of School Club aims to promote positive behaviour by treating everyone connected with the club with dignity, respect, equality and fairness at all times: by creating a safe and secure environment free from bullying, harassment and discrimination; by ensuring that users are free from exploitation and abuse.

This will be achieved by:-

- Each child and young person being valued as an individual.
- Ensuring that staff interaction with children and young people builds confidence, encourages learning new skills, and values the contributions of children and young people.
- Working with parents to promote positive behaviour and deal with difficult behaviour.
- Encourage the participation of children and young people in the life and work of the club (suggestion forms, and discussions with children).
- Ensuring that staff are trained in recognizing harm, abuse, neglect, bullying and discrimination. Staff will actively challenge and respond to such behaviour. Ensure all staff receives up to date training in Child Protection and are aware of G.I.R.F.E.C.
- Encourage children and young people to take responsibility for their own behaviour.
- Have a child protection policy.
- Following the Clubs Code of Behaviour and ensuring that it is consistently applied.
- Having a safe environment that meets all relevant legislation and by carrying out regular risk assessments.
- Have a non-smoking environment.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

ANTI BULLYING POLICY

Newtonhill Out of School Club is committed to providing a caring, friendly and safe environment for all our children and staff.

Bullying is never acceptable in our club. If bullying does occur, children and staff should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a “telling” club. This means that anyone who witnesses bullying happening is expected to tell.

Children are encouraged to report bullying incidents to staff, so they can deal with it.

All incidents will be recorded by staff.

In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly. An attempt will be made to help the bully change their behaviour.

If Promoting Positive Behaviour is not followed then, the result may be exclusion.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

COMPLIMENTS, COMMENTS AND COMPLAINTS

Users of Newtonhill Out of School Club should be able to complain effectively and without fear of victimisation.

To achieve this, the club will:-

- Promote an environment of mutual respect, trust, and open communication. Treat everyone equally and fairly.
- Provide opportunities for everyone to be consulted and to value the opinions expressed.
- Train staff in the handling of complaints.
- Record all complaints/comments/concerns/praises whether they are made informally or formally.
- Provide a private area for users to discuss matters with staff.
- Provide the Care Inspectorate with information on the clubs response to complaints as and when requested.
- When a member of staff receives a complaint from parent/carer and staff feel that they cannot resolve the matter satisfactorily, they should refer the issue to their line manager/manager.
- The manager will inform the complainant in writing of the decision outlining how the complaint was investigated and detailing the outcome within 5 working days.
- Individual members of staff have the right to reply to any complaint at any stage.

Parent/carers can contact the Care Inspectorate, Johnstone House, Rose Street Aberdeen at any time.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Medical, Health & Safety Administration of Medication

Staff are willing to provide this service on a voluntary basis and are able to refuse if they are uncomfortable, not trained to do so or do not feel that they are being provided with enough information about the medication. Staff can administer the medication which has either been prescribed by a doctor or bought over the counter as long as the appropriate paperwork has been completed.

Parents must inform senior staff and complete medication forms each time medicine is to be given. It must be in the original packaging, stating child's dosage and method and times of administration.

- Medicine should be handed directly to a staff member by the parent/carer and staff must be informed of last administered dose and this recorded on medication form.
- Children should not carry prescribed (unless it's an epi-pen or inhaler) or non-prescribed medicine in his or her school bag. Unless authorised to do so by parents.
- Medication should be stored in appropriate designated box where available and/or in a cold storage area such as a fridge.
- Parent/carers should be asked to take medication home daily.
- Staff administering medication must ensure another member of staff witnesses the child being given the medication and this is recorded.
- Medication will only be administered if the first dose has already been given to the child by the parent/carer to ensure the child does not have an adverse reaction.
- If medicine is to be given on an 'as prescribed basis', it is important that the staff record the judgement made as to why medication has to be given. Ask the parent to be very specific. If a member of staff is ever in doubt the information should be checked with the child's GP or NHS Tel-0845 242424

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Prevention of Infection, Illness and Attendance

It would be helpful if you could give us advanced notice if your child is going to be absent from the club.

In the case of illness, you should telephone the club to inform us of absence.

Even if your child wants to come back to the club we would ask that you please keep him/her at home until he/she is completely well.

We should also be informed if your child is absent due to having contracted an infectious illness such as German measles, Chickenpox etc, because of the risk to pregnant women.

If your child is showing symptoms of vomiting and/or diarrhoea the public health board recommend the child stays off for a minimum of 48hrs, as to prevent spread of infection. The club also asks you adhere to this.

If your child is ill when we collect them from school or becomes ill throughout the session then we will use the emergency contact given on membership form and would expect the child to be collected, depending on the time scale (i.e. if they are due to be collected 10 minutes after becoming ill then original pick up will take place.)

Children must be fit to attend school to attend the club.

These are a list of common childhood illnesses for reference.

Conjunctivitis

Unless a doctor can give the club confirmation that the conjunctivitis is of the viral form (non infectious) we will treat as being infectious, and exclude the child from the club until the infection has cleared completely.

Diarrhoea

This can be very infectious and the child must stay off a minimum of 48 hrs after the last attack to prevent infection spreading to others in the club.

Sickness

The child must stay off for a minimum of 48 hrs after the last attack to prevent the infection spreading to others in the club.

Chickenpox

When the spots have dried up and the child is generally feeling better they may return to the next session of the club.

Rashes

Any suspicious rashes will need medical confirmation before readmission to the club.



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Worms

Exclusion from the club until the infection has been treated.

Hand foot and Mouth

Exclusion from the club until the infection has cleared completely.

It is the parent/carers responsibility to inform the Club if their child has contracted any notifiable diseases e.g. measles, mumps, slapped cheek to allow the club to notify parent/carers and staff.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Accident, Incident and Infection Control

Newtonhill Out of School Club is committed to ensuring that children and young people attending the club do so in a safe environment that is in line with all relative legislation. To this end the club's management will ensure that:

- The club has a Health and Safety Policy that involves the use of regular risk assessment and regular maintenance of premises and equipment.
- The club's management and appropriate staff are knowledgeable about relevant health and safety legislation and their responsibilities in law.
- There will be at least two staff members on duty at all times who holds a recognised First Aid certificate.
- An accident and incident recording book is available each time the club is operational.
- All accidents / incidents involving children /young people / staff / anyone within the club's premises are recorded.
- All accident s/ incidents involving children and young people are reported to parents / carers both verbally and in a written format.
- All accidents / incidents to staff and others that require to be reported to another authority are duly reported.
- All accidents / incidents involving the club's premises material or equipment must be reported verbally to a senior staff member and recorded.
- All equipment that is designed to either prevent an accident / incident or designed to tackle and accident / incident will be regularly maintained.
- The club's no smoking policy is adhered to at all times.



NEWTONHILL OUT OF SCHOOL CLUB

These are the precautions that should be taken to minimize any risk or infection through the use of good hygiene practices:

Hand washing

Children will be encouraged to wash hands properly using hot water and liquid soap after going to the toilet, before having snack / lunch / breakfast or baking or after craft work or anytime they are visibly soiled. Staff will be expected to do the same.

Equipment

Will be when possible washed each term or as and when required and recorded. Paint pots, etc must be washed in the basin provided for them and dishes washed in their basin or in the dishwasher. Broken equipment will be discarded when found and play-dough discarded weekly.

Protective clothing

Protective clothing should be worn when doing art and craft or other messy duties. This is to protect staff as much as to protect others.

First Aid Treatment

Must be carried out by first aiders, who will assess the injury whilst wearing gloves. An accident form must be completed by a parent / carer. Cover all cuts or abrasions with a waterproof dressing. Always wear gloves to perform tasks where there is a risk of contact with blood or bodily fluids. Soiled or bloodied gauze should be double bagged before being put in the bin.

Blood / Body fluid spillages

Any spills should be dealt with promptly – absorb spills with paper towels, discard into waste bag, apply neat Milton liquid and leave in contact for two minutes. Absorb using paper towels before washing with hot water and detergent. Remember to wear protective clothing. Soft furnishings (blood or other bodily fluid visibly containing blood) – absorb the spill with paper towels and discard into plastic waste bag. Wash the area with lots of hand hot water and detergents (to dilute the spill), and dry the area thoroughly. All spills not containing blood should be dealt with using the same technique as those for soft furnishings.

Other spillages should, as above, be dealt with promptly for health and safety reasons.

Laundry

Tea towels to be discarded regularly and boil washed daily, painting aprons will be washed at the end of each term or as required. Children's soiled clothing to be double bagged and given to parents.



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To minimize risks of infection and in the interest of Health & Hygiene parents are advised not to bring their child to the Club if they are unwell. Staff must be made aware by parents when the last bout of illness occurred to avoid cross infection.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

MANAGEMENT OF SUBSTANCES & CLINICAL WASTE

All substances harmful to health, e.g. cleaning liquids, should be stored in a cool cupboard, which is either locked, or out of reach of children. These should only be used when no children are present.

Medicines, which have to be administered to children throughout club time, should be kept in a locked cupboard/cabinet or in the fridge and returned to parent/carer on a daily basis.

When dealing with children who have had an accident of any description, the following procedure should be followed:

- Always wear disposable gloves and a plastic/disposable apron where there is a risk of contact with blood or body fluids, e.g. vomit or faeces.
- Soiled or bloodied gauze should be double bagged before being put in the Clinical waste bin.
- Used gloves and aprons and any soiled paper towels should also be put in the clinical waste bin.
- A child's soiled clothes to be double bagged and given to parents.
- Clothes or soft toys stained with blood should be placed in a bag, sealed and then arrangements made for their cleaning/washing. Any items which cannot be cleaned should be disposed of.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

HEALTH AND SAFETY

Health and safety is of utmost importance for the club. We will take reasonable steps to provide a safe and caring environment for children, staff and visitors. We will ensure health and safety has a high profile, that adequate resources for health and safety are available, consult with all Staff and provide training opportunities, and monitor and review health and safety continuously. The club will continue to promote well-being through physical activities, sports and healthy diet.

- The club provides a safe environment, suitable for the club's purpose, in line with all relevant legislation.
- The premises are hygienic, in good state of decoration and repair and are smoke free.
- The staff/child ratios and the space standards in the National Care Standards are met and have been taken into account.
- Furniture, equipment and toys are clean and well maintained. There is a cleaning log to ensure all equipment is cleaned and checked regularly.
- Staff takes measures to control the spread of infection.
- Regular risk assessments of the club's premises, equipment, activities and outings are carried out.
- The club's management is aware of their responsibilities under relevant Health and Safety legislation.
- All required reporting procedures are in place. Child protection forms, risk assessment forms, accident forms and Care Commission address are available to all members.
- The club has a Child Protection Policy and a Accidents Incident and Infection Control Policy.
- The club has clear guidelines on the use, storage and administration of medication.
- All food is properly prepared and provides a well- balanced and healthy diet.



NEWTONHILL OUT OF SCHOOL CLUB

- All staff receives training in food hygiene.
- Allergens which are present in our breakfast/snacks are displayed for the information of our children and parent/carers.
- Children and young people will learn about healthy lifestyles and relationships, hygiene, diet and personal safety; through safe play and good hygiene practices on a daily basis.
- Children and young people will enjoy safety but not be overprotected. We aim to promote independence so some risks are necessary.
- Children and young people will have regular access to fresh air and energetic physical play.
- All staff are trained in emergency procedures. All staff has attended first aid training, or is in the process of being updated.

SignedAdopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

TRANSPORT AND COLLECTION POLICY

Collection Policy from school

P1-P4

- Children line up inside at the infant door.
- Register is taken and child will go outside and wait with Play worker on the blue line in the Playground .
- Children then follow play-worker out to the bus.
- Play-worker opens bus door, helps children in and makes sure they have fastened their seatbelts.
- Play-worker sits in the rear of the bus with the children.
- When they arrive at the destination the play-worker opens the door and helps children down from the bus and escorts the children in a safe manner. Children will wait at the entrance till all children are there before Play worker follows them inside .
- Remaining children will wait in the hut till bus returns.
- If a child is booked into the club and does not come to the collection point staff will follow the lost child procedure.

P5-P7

- The children will be collected from the P4/5 play area where register will be done.
- The children will walk to the centre escorted by staff using the route that has been risked assessed.
- Children who have passed their cycling proficiency test and have permission from their parent/carer can cycle to the Centre having registered first at the P4/5 play area.
- If a child is booked into the club and does not come to the collection point, Staff will follow lost child procedure. At no time will the Play Worker look for the child on their own, placing other children at risk.
- In winter terms the children will wear yellow jackets, Play workers will wear yellow hi-vis jackets all year.

Head Count

- The last group leaving the collection point will be counted to ensure that the final head count correlates with the initial head count register. If it does not then appropriate action will be taken immediately.

Walking

- Children should where the pavement allows walk in pairs. Staff should position themselves one in the front one at the rear and the others in between, with adults walking on the outside of the pavement. Always using the route to walk, which has been risk assessed.



NEWTONHILL OUT OF SCHOOL CLUB

- If you cannot cross all the children at once, then they should cross in small groups with adult supervision.
- When crossing 1 staff member should stand in the middle of the road while children are crossing remember to acknowledge drivers who have stopped to let you cross safely.
- All staff should encourage the children to use the green cross code at all times.
- Staff member at the front should look back to see if gaps have occurred and stop to let all children catch up.
- All children should walk in a safe manner using the Green cross code to cross the road.

Guidelines for Staff for Outings/Trips/Walks

When taking children away on outings/trips/walks etc staff are asked to adhere to the following procedures to ensure risks are minimised and safety procedures are adhered to:-

- Staff should explain to children before setting out the behaviour expected of them. Younger children should have it explained in terms they understand.
- Staff should remember to take head count before leaving, head count on bus, head count should be taken throughout trip, and again before leaving to return to club.
- Children's information and register should be carried by a member of staff who will ensure that first aid kit, copy of register, mobile phone, risk assessment; spare clothes etc are all carried on trip.
- Children should wear Club identifying caps when in public areas away from the club area.
- Staff should wear club uniform to make them more easily identifiable for children, other staff members and public.
- Trips will be Risk assessed before trip and recorded.
- It is the responsibility of the parent/carer to ensure their child is suitably attired for all weather conditions i.e. sun lotion applied and supplied during hot weather, suitable clothing for the winter months.
- Children will be put in groups with group leader before leaving.

Bus Trips

- Children should walk in 2's and get onto the bus with staff assistance. Younger children - at least 1 staff member should be in the bus to direct children into seats and 1 helping children board the bus. Other staff members should go onto the bus at intervals to help with seatbelts and settle the children.
- When coming off the bus this process should be reversed and the staff member at front needs to wait as the children come off the bus until



NEWTONHILL OUT OF SCHOOL CLUB

staff and children are all off the bus and standing in 2's. Again staff need to come off the bus between children so that the first person is not supervising all children.

- Seatbelts must be worn by children and staff throughout the journey and staff should sit at the aisle side (with 1 child at the window) as each child requires a seat to themselves.
- Staff should be spaced out between children on the bus as much as possible.
- Children should be reminded of behavioural expectations while on the bus. No eating, drinking, dropping litter.
- Take all personal belongings from the bus.

Code's of behaviour for the mini bus

- While waiting for the bus, children stand by the kerb in single file.
- Enter bus in single file, no pushing, while getting on or off the bus.
- Sit down quickly as you can and fasten your seatbelt.
- No shouting or screaming on the bus as it may distract the driver.
- No eating or drinking on the bus.
- Listen to the staff at all times.
- No standing on or kicking the seat. Please remember this is our bus and we must all help look after it.
- Please remove all belongings from the bus.
- Parent/carers will be informed if behaviour is unacceptable on the bus.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

MEDICATION FORM

Form for parents to complete if they wish the Out of School Club Staff to administer medicine.

The Club will not give your child medicine unless you complete and sign this form and the staff has agreed to administer the medicine.

Details of Child:-

Child's name _____

Address _____

Date of birth _____

Condition or illness _____

Medication

Name/Type of medication (as described on the container)

For how long will the child take the medication?

Date and time parent last gave medication

Full Directions for use:
Dosage and method

Timing

Special precautions

Side Effects

Self – Administration

Signed _____ parent/carer

Time given _____ Staff signature _____

Time given _____ Staff signature _____



NEWTONHILL OUT OF SCHOOL CLUB

RECORD KEEPING

Newtonhill Out of school club will maintain records that are required for the efficient and safe management of the club and to promote the welfare, care and learning of the children and the young people.

- Records will be kept in accordance with national and local guidelines.
- Each child will have a Chronological Record placed in their file and completed when required.
- Parents / carers can access their child's own records.
- Records which identify children's details will be treated as confidential and will be stored securely.
- Records will be made available to Care Commission Officers on request.

Records will include:

- Completed admission forms
- Request forms for trips
- Incident and Accident forms
- Permission for medication records/ administration sheets
- Chronological Record

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Fire Evacuation

Fire exits to be kept clear at all times

A fire drill to be done at least once a term. This will be recorded so all staff know and understand the drill.

Staff must not smoke in the play building or in the presence of children.

Employees have a duty to respond to this policy by:

- Working safely and efficiently;
- Using protective equipment provided for their use.
- Reporting incidents that may have lead to or may lead to injury or damage.
- Adhering to procedure, jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent reoccurrence.

Lounge Area

In the event of the fire alarm sounding Play worker 1 (on the register) request the immediate attention of everyone in the lounge.

The children are asked to line up at the fire exit door in a safe manner.

Play worker 1 asks other staff to check the toilet and to escort special needs children.

Play worker 1 gathers register, phone and children's information.

Play worker 1 leads the children out to the fire assemble point.

Canteen Area

Play worker requests the immediate attention of everyone and requests that they line up at the fire exit door.

Children and staff following children from lounge area to assembly point.

Staff closing fire exit doors as they leave.

Small/Large hall

Play worker requests the children line up at the fire exit door in an orderly manner.

Student checks toilets on the way out.

Both escort children to assembly point (bottom of car park) staff will supervise children behind black posts.

Assembly point

Head count is done if does not agree with register, children's names will be called.

Staff will also be counted.

If we cannot re-enter the building the children will be kept safe till their parents can be contacted to collect them.



NEWTONHILL OUT OF SCHOOL CLUB

ADMISSION POLICY

Membership of Newtonhill Out of School Club shall be open to parents / carers of children who live in the catchments area of Newtonhill Primary school.

We will work in partnership with parent/carers in caring for your child.

Our staff will have both the time and the training to welcome you and your child to our club.

You will be provided with sufficient information about the club and its operation to enable you and your child to make an informed choice about the club.

You will be encouraged to make at least one pre-admission visit and your child can attend for one complete session prior to taking up a place.

Places are offered on a first come, first served basis. Priority will be given to subsequent children of existing users.

All members shall pay a non-refundable annual family membership fee, which entitles them to pay reduced rates for their children attending the club.

Member's children shall be in the age range of 5 years (or Primary 1) to 12 years – or 16 years for special needs children.

When the club is full places will be allocated by registration date.

Allocation of places is based on equality and fairness, when the session numbers are met (60 breakfast and 70 for after school club) and we have a cancellation the place will be given on a first come first serve basis.

Information provided by you about your child will be treated confidentially and kept safe.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Closure/Adverse Weather Procedure

Newtonhill out of school club will follow the closure procedure, in the event of bad weather conditions, electrical/heating fault, or the premises having to close, the club will not operate. We will do this by:

Notifying the school where necessary.

Call all parents/carers on contact list and inform them of the need to close.

No charge will be taken on an enforced closure day.

If the School closes before 09.00hrs, children who attend the breakfast club will remain at the Bettridge Centre this will be treated as an In-service day. Out of School Club staff will contact parents / carers to advise them of the school closure.

If the school closes during the school day the Club where possible will open. There may be a delay in opening the Club due to contacting relevant members of staff.

Children who are on the School Emergency Closure list and are booked into the Club for that day will be collected by staff and escorted to the Bettridge Centre. Parents / carers will be contacted when the children arrive at the centre.

Parents / Carers may at any time during the day book their child/ren into the club subject to places being available.

The safety of the children is our top priority so we ask that Parents ensure children are aware of what they should do if an emergency closure does happen.

Please also note that in poor weather children may need to walk to and from the school as transport may not be able to run and therefore appropriate clothing and footwear will be required.

It is the parents / carers responsibility to make sure emergency details are correct and that the school has been notified that your child/ren will be attending the club in the events of an emergency closure.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

Fee Payment Policy

In order to run a high quality childcare setting it is essential that fees are paid on time. Childcare fees are invoiced twice a month and must be paid within 30 days of receipt of invoice, unless other arrangements have been made with management.

Any account falling into arrears will trigger the following procedure:

- If an account falls into arrears a reminder invoice will be issued to bring account up to date within seven days.
- If this fails a letter will be issued informing that if account is not paid in full by month ending the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend the club.

Any child leaving the setting with outstanding fees will trigger the following procedure:

- In order to give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.
- If the account is not settled it is out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be paid to them.

Childcare Vouchers

Childcare Voucher schemes are benefit provided by HMRC and your employer. The exchanged part of the salary is exempt from tax and National Insurance contributions thus potentially saving families up to £1,866 a year.

As such Newtonhill Out of School Club cannot refund any overpayment of childcare vouchers directly to a parent/carer. All childcare voucher overpayments must be claimed through the childcare voucher scheme provider. As such parents are advised to keep track of payments against invoices to ensure that gross overpayment of childcare fees are not occurring.

Newtonhill Out of School Club will issue notifications to parents that are consistently overpaying fees and advise an adjustment of their monthly payments.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

RISK ASSESSMENT

To comply with National Care Standards Regulation it is now necessary to complete risk assessment forms for:

- All trips and outings.
- All areas where activities are taking place.
- Activities and equipment used.
- Risk Assessment training is available and all Newtonhill Out of school club staff will be able to access training.
- Risk assessment documents will be updated each year but the assessment forms for activities, trips etc. should be copied and taken with staff, along with consent forms.
- If staff notices any dangerous areas, occurrences or pieces of equipment etc, then they should report to the senior club staff or centre manager as soon as possible in the appropriate manner.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

RECRUITMENT POLICY AND PROCEDURES

COMMITMENT TO EQUAL OPPORTUNITIES

1. The organisation is firmly committed to the equal opportunities and recruitment of staff is based on the ability of candidates to fulfil the requirements of the posts offer irrespective of gender, age, disability, sexual orientation, race, class, religion set out in the staff handbook.
2. This commitment influences practice at the advertising stage for new posts in that a variety of types of publications and internet sites will be used (within overall advertising budget and geographical locality of the post) to ensure that underrepresented groups are able to access information on vacancies for posts. Application packs include:
 - Confidential monitoring forms (age, gender, ethnic background), copies of the equal opportunities policy, job descriptions, application form, a brief background sheet on the organisation and the post(s) on offer and a form for candidates to complete should they require support or assistance for the interview (eg. Sign language interpreter). If a candidate requires assistance for interview this will be arranged.
3. Short listing criteria will be set out for each post on specific forms, which must be completed for each candidate for the purposes of openness and accountability of the selection process. Those appointed to shortlist will do so without the monitoring sheets with name/address/gender/age/ethnic background details being made available to them. Unsuccessful applications will be kept in archive files, with relevant short listing form, for a period of three years.
4. Short listing criteria will be used to select a list for interview. The organisation will only interview candidates who meet the criteria for the post.
5. For permanent and fixed term posts where the organisation is the main employer, the appointment to short list and interview panel will contain:
 - Relevant member(s) of staff with expertise and/or management responsibility for the post.
 - At least one member of the staffing sub group or board or committee.
 - Appointment of representative of funding body/partnership agency (if required as part of conditions of grant funding or partnership work).
 - Any organisation staff member or board member involved in the selection process in any way must declare an interest and withdraw from the processes if any of the candidates are known to them through any relationship which may be seen to influence their ability to make impartial and fair judgements during the selection process.



NEWTONHILL OUT OF SCHOOL CLUB

- Any member of staff or the board or committee intending to apply for a vacant post should immediately inform the manager and retire from any involvement in the planning, preparation and decision making processes relating to employment with the organisation.

6. Interviews will use the same format, tests and overall questions for each candidate, with relevant supplementary questions on specific experience and skills for individual candidates. The panel (3-4 at most) will share questions.

Panel members must take part in pre-interview briefing meetings, arrange and agree the following code of conduct:

Newtonhill Out of School Club

Aims to welcome candidates for interview and to give them the opportunity to show how their skills and experience matches the requirements for the post. All candidates will be treated with courtesy and respect and be allocated the same amount of time, format of interview, and style of questioning.

All interview panel members will be committed to our equal opportunities policy and be familiar with relevant employment legislation and good recruitment practice, including good interviewing and assessment skills. Inexperienced panel members will be willing to take part in relevant training and monitoring, and will follow guidance issued at Pre-interview briefing meetings.

All panel members agree that no inappropriate or irrelevant questions or comments will be made to candidates (eg. Childcare arrangements) and that judgements will be made solely on the basis of the criteria for the post.

All interview assessments will be made through a combination of criteria score sheets and interviewer's notes. The panel will decide on the best candidates and notes will also be kept of the discussion. All interview notes and forms will be kept in confidential archive files for a minimum of three years.

7. All appointments will be subject to Enhanced Disclosure and Professional Register checks, and this information will be recorded and appointments will be offered on condition of satisfactory assessment of such checks.

8. All offers of appointment will be made subject to satisfactory references: which will be sought immediately after the acceptance of the candidate of the provisional offer. All new appointments to the organisation carry a three-month probationary period. All candidates for posts to the organisation have to demonstrate a commitment to equal opportunities.



NEWTONHILL OUT OF SCHOOL CLUB

9. If either:

- The conditional offer is not accepted by the candidate or,
- The references (or PVG check) are unsatisfactory.

The offer of appointment will go to the next best suitable candidate interviewed who in turn will be subject to take up of references and Enhanced Disclosure check.

If no other suitable candidate is available, a second round of recruitment should be undertaken and/or, in the case of difficult to fill specialist posts, secondments sought from relevant agencies.

10. The employment law legislation set out in the staff handbook is adhered to in the organisations recruitment policy.

11. This policy will be reviewed on an annual basis to ensure compliance with relevant employment legislation and good practice: policies and procedures.

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

POLICY STATEMENT

1. Complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

2. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

3. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applicants from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.



NEWTONHILL OUT OF SCHOOL CLUB

5. We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position: this will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all application forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

6. Where a Disclosure is to form part of the recruitment process, we shall encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

7. In line with the Rehabilitation of Offenders Act 1974, we will only ask about convictions which are defined as “unspent” in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual’s entire criminal record.

8. At interview, or under separate discussion, we shall undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

9. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.

10. We ensure that at least one member of the interview panel have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

Having a criminal record will not necessarily debar you from working with Newtonhill Out of School Club. This will depend on the nature of the position, together with the circumstances and background of your offences.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

ALCOHOL AND DRUG POLICY

Newtonhill Out of School Club is committed to providing a workplace that is safe in every sense and fully productive, so that everyone can carry out their jobs and fulfil their responsibilities unhindered. This means striving to ensure, amongst other things that the workplace is free from the effects of substance abuse which includes alcohol.

The following standards of behaviour are required of all employee's:

Employee's should be fit and ready to carry out their work duties at all times when at work.

Alcohol is not permitted during working hours and the workplace is designated alcohol free at all times.

Any breach may be treated as serious misconduct.

SUPPORT

It is the employee's responsibility to advise their supervisor or board of director member of any drug or alcohol dependency condition and of any current medical treatment with they may be receiving for dependency.

It is a critical success factor in treating a drug or alcohol dependency that the condition is recognised early. Where an employee with a drug/alcohol dependency discloses their dependency they will be offered advice and help.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

WHISTLE-BLOWING POLICY

Newtonhill Out of School Club will not accept or condone any behaviour by staff, volunteers or other adults associated with the club that is contrary to the club's aims and objectives, Policies and Procedures. We will actively encourage and support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each member / volunteer is effectively monitored as well as the work of the club as a whole, through regular reviews.
- Ensuring that procedures are in place for reporting unacceptable behaviour / practices and they are reviewed annually.
- Actively supporting staff / volunteers who "blow the whistle" both during an investigation and after in line with the relevant legislation. We will do this through keeping them up to date with what's happening and offering counselling/support sessions.

All staff are encouraged to use staff meetings to discuss views so any conflict can be managed away from the children.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

VOLUNTEER POLICY

Any Volunteers wishing to work in Newtonhill Out of School Club will initially have to attend for interview to assess their suitability. Reference will also be sought.

If a volunteer is under the age of 16 a reference will be obtained from their school guidance teacher.

Volunteers over the age of 16 will be required to undergo an Enhanced Disclosure Scotland/PVG check.

Once cleared through Disclosure Scotland, the volunteer will be accountable to the Support workers, Practitioners, Manager.

A Volunteer's agreement and Induction form must be completed.

Volunteers will be able to access required training courses in relation to the work being carried out.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

CONFIDENTIALITY AND THE SECURE HANDLING OF INFORMATION POLICY

CONFIDENTIALITY STATEMENT

The operation of Newtonhill Out of School Club involves sharing of information between users and the club in order to respect the dignity and privacy of all users. The club will actively promote confidentiality in the following ways:

- Providing guidelines for staff on required records/reports.
- Providing guidelines for staff in the handling of confidential/sensitive information.
- Providing secure storage for files and information.
- Adhering to all relevant legislation in the keeping of records.
- Providing parental/carer access to their child's own records.
- Undertaking not to disclose confidential information unless required to do so in matters of child protection or life or death situations.

CONFIDENTIALITY POLICY ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

POLICY STATEMENT

GENERAL PRINCIPLES

1. The Organisation Newtonhill Out of School Club complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants suitability for positions of trust. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy in these matters. This policy is available to anyone who wishes to see it on request.

USAGE

2. We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within the organisation is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the express consent of the individual. We notify, the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing, and any further relevant information.



NEWTONHILL OUT OF SCHOOL CLUB

HANDLING

3. The Organisation Newtonhill Out of School Club recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. We, therefore, only pass Disclosure information to those who are authorised to see it in the course of their duties. The Organisation will not disclose information provided under section 115(8) of the Act, namely information which is not included in the Disclosure, to the applicant.

ACCESS AND STORAGE

4. We do not keep Disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

RETENTION

5. We do not keep Disclosures or Disclosure information for any longer than is required after a recruitment (or any other relevant) decision has been taken. In general, this is no longer than 6 months. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances, and in consultation with Disclosure Scotland. The same conditions relating to secure storage and access will apply during any such period.

DISPOSAL

6. Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. Newtonhill Out of School Club will not keep disclosure information which is awaiting destruction in any insecure receptacle (e.g. A waste bin or confidential waste sack). We will not retain any image or photocopying or any other form of the Disclosure information. We will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

SUBSTANCE ABUSE POLICY

Newtonhill Out of School Club is committed to providing a safe, productive work environment for its employee's. This means striving to ensure that the workplace is free from substance abuse. That is, the use of illegal drugs, the misuse of legal drugs or other substances, and the abuse of alcohol.

Newtonhill Out of School Club wishes to ensure that all employees recognise the threat posed by substance abuse and aim to minimise the risks involved.

Newtonhill Out of School Club provides employee's with information to raise awareness of the consequences and dangers of drug use and alcohol abuse.

THE FOLLOWING STANDARDS OF BEHAVIOUR ARE REQUIRED OF ALL EMPLOYEES:

Employees should be fit and ready to carry out their work duties at all times whilst at work or on Newtonhill Out of School Club business.

Employees are prohibited from being at work or on Newtonhill Out of School Club business whilst impaired by drugs or alcohol or with illegal drugs present in their system.

The use, possession, sale or distribution of illegal drugs and the misuse of legal drugs or other substances is prohibited.

Alcohol consumption is not permitted during working hours.

DON'T

Use, keep, sell or distribute illegal drugs. Misuse illegal drugs or other substances.

Consume alcohol during work hours or be under influence during work.

Don't ignore a case of substance abuse if you witness one.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

TRAINING, DEVELOPMENT AND APPRAISAL POLICY

1. STATEMENT ON TRAINING, QUALIFICATIONS AND PERSONAL DEVELOPMENT

We are committed to the ongoing training and development of all staff, and we will seek resources and opportunities to provide training opportunities.

Staff will be supported in reaching the qualifications level required for their post.

Staff who have reached the qualifications level for their post, will be supported and encouraged to continue with their personal and professional development.

In house training and sharing of skills will be promoted.

2. INDUCTION TRAINING

For all new staff the following induction training will be provided:

- Introduction to the aims and objectives of the organisation.
- Introduction to all policies and procedure the Scottish Social Services council codes of practice and Care standards.
- Shadowing of a senior colleague to learn day to day routines and procedures.
- A guide to the premises, layout, staff breaks, accident and emergency procedures and storage systems.
- An assessment of key skills with a training plan developed from this assessment to fill gaps in knowledge.
- After the successful completion of a probationary period, a further assessment and appraisal to determine ongoing training and qualifications needs.
- Registration on appropriate courses available to obtain necessary qualifications.



NEWTONHILL OUT OF SCHOOL CLUB

3. APPRAISAL

All staff will receive an appraisal from their designated line manager every six months.

This appraisal will include assessment and updating of their training and personal development plan, including progress made, milestones reached and particular achievements. The update will set training and development targets for the following year or beyond in the case of longer term training and qualifications study.

Staff who are not meeting targets in terms of training, qualifications and personal development plans will need to show good reasons for the delay or lack of progress. This can include external factors relating to the availability and resources for training and development; personal factors such as maternity leave or a long period of sick leave; or confidential personal circumstances the member of staff should share with the line manager if this is affecting work or progress in training and development.

The appraisal is also an opportunity to share information and assessment of general progress with the post; to discuss and try to solve any problems or difficulties, and to give the line manager the opportunity to highlight praiseworthy work achievements; to identify less than satisfactory areas of work performance, in order to give the post-holder opportunities to improve; to make recommendations for promotion (or demotion) or salary increases linked to performance or qualifications achievements.

If a member of staff is not performing well in their post, or needs support through personal circumstances the appraiser may recommend follow up progress meetings between appraisal dates.

The appraisal interview is a two way process and staff are encouraged to prepare on the basis of reporting on their own views on their achievements and training needs, and give feedback on the level of support and opportunities provided by the organisation. If they have any problems with carrying out their post, this should not be saved to discuss at an appraisal interview but discussed as soon as possible with their line manager,

If the duties of a job description have changed significantly, then the appraisal interview is an opportunity to recommend to the management alterations to the job description by authorised staff/management.



NEWTONHILL OUT OF SCHOOL CLUB

4. ONGOING SUPERVISION AND SUPPORT

Line Managers should set up regular meetings with staff to review and plan their work, to discuss any particular concerns or issues, and to inform staff of relevant information, which affects their working practice and procedures.

5. KEEPING INFORMED AND ATTENDING TRAINING

The organisation also requires all staff to read updates on relevant legislation or organisational policies and procedures; to attend any training events or meetings they are directed to by their Line Manager.

6. MEETING QUALIFICATIONS REQUIREMENTS FOR REGISTRATION WITH THE SSSC

All staff are expected to be able to register with the SSSC by either meeting the qualifications grade for their post, or by working towards such qualifications within the designated time period.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

STAFF HEALTH AND SAFETY POLICY

Newtonhill Out Of School Club is a Registered Company and Charity (SC289711), registered in Scotland. In pursuance of its objectives, the Charity runs the Newtonhill Out of School Club at the Bettridge Centre, Newtonhill, Aberdeenshire.

The aims of Newtonhill Out Of School Club (the Club) are to promote education for children in need of care during out of school hours and school holidays, to provide facilities for recreation and other leisure time occupations of such children in the interest of social welfare and to improve their conditions of life.

The Clubs operating times during school term times is Mondays to Fridays from 7-30am to 9-00am and 3-20pm to 6-00pm. During holiday periods and on in-service days the club operates from 7-30am to 6-00pm.

The Staff are an integral part of the Club and their commitment and enthusiasm in looking after the children needs is highly regarded and widely recognised. The Club focuses on the training and registration of Staff with the Care Inspectorate which can only improve the service offered, giving the parent or carer piece of mind that the Club is employing high quality trained Staff.

Health and safety is an important consideration for the Club. We will take all reasonable steps to provide a safe and caring environment for children, Staff and our visitors. We will ensure health and safety has a high profile, that adequate resources for health and safety are available, consult with all Staff and provide training opportunities, and monitor and review health and safety continuously.

The Staff relentlessly strive to look for ways of making the Club a safe, enriching and fun place for the children to be at. The club continues to promote well-being through physical activities, sports and healthy diet.

Overall and final responsibility for health and safety is that of manager Heather Edmond with the help of Moira Laird who have day to day responsibility for ensuring this policy is put into practice.

Signed.....Adopted this day.....



NEWTONHILL OUT OF SCHOOL CLUB

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Senior Staff	<ul style="list-style-type: none"> • Relevant risk assessments completed and actions arising out of those assessments implemented. • (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Manager	<ul style="list-style-type: none"> • Staff are given necessary health and safety induction and provided with appropriate training.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Manager	<ul style="list-style-type: none"> • Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Manager	<ul style="list-style-type: none"> • Escape routes well signed and kept clear at all times. • Evacuation plans are tested from time to time and updated as necessary. • All Staff receive regular First Aid training. Food hygiene, • Child protection • Emergency First Aid equipment is available at the Bettridge Centre.
To maintain safe and healthy working conditions, provide and maintain equipment and electrical goods, and ensure safe storage/use of substances.	Manager	<ul style="list-style-type: none"> • Toilets, washing facilities and drinking water provided. • System in place for routine inspections, testing and washing of equipment and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	Lounge		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	Accident book – filing cabinet First aid boxes – in kitchen, lounge cupboard and in various areas (portable).		
Signed: (Employer)		Date:	15/3/15
Subject to review, monitoring and revision by:	Heather Edmond	Every:	12 Months

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example risk assessments, see www.hse.gov.uk/risk. Example health and safety policy published by the Health and Safety Executive 09/09