



SCHOOL'S OUT HOLIDAY SQUAD

Policies

(Updated September 2026)

School's Out Holiday Squad

Shadsworth Junior School, Arran Avenue, Blackburn, Lancashire, BB1 2ET

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All policies reviewed: September 2026

Date of next review: September 2027 or as required

1. Accidents, Illness and Emergencies Policy

If a child is taken ill during the school day or is absent from school, they cannot attend School's Out Holiday Squads, after school club. SOHS should be notified by 10am to cancel a booking (please note, all cancellations will be charged at full rate)

Accidents & Illnesses

- All accidents and illnesses must be recorded on iPal accident records.
- School's Out Holiday Squad has a First Aid Box in the sports hall which is kept well stocked. Its contents must be checked on a regular basis by the club manager and comply with the provisions of the First Aid Regulations (1981).
- When a child feels ill during the session we will always try to contact the parent or emergency contact as soon as possible.
- All children awaiting collection will be supervised in a secluded room.
- Any special medical needs should be recorded on iPal accident records.
- All accidents and injuries will be recorded on the iPal system and parents will receive an accident report by email. In the event of a bump to the head, parents will be notified as soon as possible via an accident report sent through iPal.
- Children with asthma should have access to their medication at all times.
- Children who need assistance in taking medication must have a signed parent acceptance and only the paediatric first aider can administer.
- A member of staff must be present at all times who holds a paediatric First Aid Certificate.

Major Accidents/ Illnesses

- In the event of an accident our first aid trained staff will apply first aid.
- If required we will call an ambulance providing details of the injury, the location of the premises, the name of the child and any other information requested.
- Contact the child's, parents/guardian
- If the child's parent/ guardian has not arrived when the ambulance is ready to leave, a member of staff must accompany the child to hospital.
- The member of staff remains with the child until a parent arrives at the hospital to take over.
- An incident report should be completed as soon as possible after the event and given to Chris Baker.

2. Admissions Policy

This Admissions Policy is drawn up within the equal opportunity framework outlined in School's Out Holiday Squad Equal Opportunity Policy.

Opening Times

School's Out Holiday Squad operates Monday to Friday during term time and school holidays and over weekends for children parties. We also offer evening dodgeball sessions on Wednesdays.

Hours of opening are:

After school club: 3:00pm – 6:00pm.

Holiday club: 7:30am – 6:00pm
Children's parties – 2 hours
Dodgeball Club – 1 hour

All children must be collected before each club's closing time, or a financial penalty may be imposed.

Registration

A registration form for each child must be completed through our online booking system **iPal** before any bookings can be accepted.

Parents are responsible for ensuring that all registration details remain accurate and are updated immediately if circumstances change, including emergency contacts, medical information or collection arrangements.

Where demand exceeds available places, School's Out Holiday Squad operates a waiting list. Priority may be given to existing regular users and siblings where appropriate.

Bookings

Replace with:

Bookings for all School's Out Holiday Squad sessions must be made through **iPal**.

Places are allocated subject to availability.

Bookings should be made in advance wherever possible.

Late bookings may be accepted at the Manager's discretion where sufficient staffing ratios can be maintained.

Fees

After School Club:

£10.50 – £11.50 per session depending on which school your child attends (please see parent handbook)

Includes a light, hot or cold tea and healthy snacks and refreshments are provided throughout the session.

Holiday Club:

7:30am – 6:00pm = £22 per day or £100 full week booking (breakfast provided).

8:30am – 6:00pm = £20 per day or £90 full week booking.

Dodgeball Club

£5 per session but parent must book termly.

Fees must be paid in advance before their session starts via online banking or cash at our venue. Late or non-payment of fees could result in termination of registration.

Sickness/Cancellations

School's Out Holiday Squad must be notified before 10:00am on the same day if a child is not going to attend through illness. All missed sessions must be paid for. This includes absence for any organised school trips. In the event of illness or unavailability of staff we reserve the right to cancel any session at any time. All effort will be made to avoid this situation occurring.

Termination of Place

To terminate your place at School's Out Holiday Squad, 4 weeks' notice is required unless manager as agreed to terminate the contract sooner.

3. Arrival and Departure of Children Policy

Holiday Club

- Children will be booked onto the club in advance of the session.
- Parents have responsibility when delivering their child / children to the club.
- Parents must inform the club if the child is not attending for a booked session.
- If a child does not arrive for the session, a member of staff will try to contact the parent to ask the reason for absence.
- School's Out Holiday Squad does not and cannot accept any responsibility for children prior to them being dropped off at the club
- An online register of children will be kept with School's Out Holiday Squad.
- Only adults identified on the registration form will be allowed to collect children unless advance notice has been given to School's Out Holiday Squad staff.
- Parents/Guardians must adhere to the hours of collecting their children promptly.
- Continuous lateness in collecting your child will result in your place at School's Out Holiday Squad being reviewed.

After School Club

- Children should report no later than 3:30pm to the club for registration.
- If an expected child does not arrive by 3:35pm, a phone call to their parent / guardian to notify them of their child's absence.
- SOHS staff will sign pupils out when being collected on our hands-free software.
- Only adults identified on the registration form will be allowed to collect children unless advance notice has been given to School's Out Holiday Squad staff.
- Parents/Guardians must adhere to the hours of collecting their children promptly.
- Continuous lateness in collecting your child will result in your place at School's Out Holiday Squad being reviewed.

4. Club Pledge to Parents

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your children as set out in School's Out Holiday Squad policies.

We aim to:

- Provide a wide range of stimulating and creative activities in a safe and caring environment.
- Send monthly newsletters to keep parents updated with our club structure and updates on the overall performances of us and the children.
- Interact with parents on our social media site and website
- Welcome you at all times to discuss our work and to talk about your children.
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your children's experiences, friendships, achievements and progress.
- Listen to your views, concerns and suggestions to ensure we continue to meet your needs and those of your child.

5. Club Rules

1. All children are expected to behave appropriately at School's Out Holiday Squad.
2. Everyone will act with consideration, care and courtesy towards others at all times.
3. School's Out Holiday Club staff will encourage positive behaviour by recognising and rewarding good or kind behaviour.
4. Children must not leave the club once they arrive without being signed out by the designated parent or guardian.
5. No rough games, fighting, bullying, name calling or behaviour likely to cause distress or cause health and safety concerns.

Disruptive Behaviour

- 1) All rules will be applied consistently by staff and positive rewards for good behaviour will be given to the children. These may be in the form of stickers, certificates or an item from our gift box.
- 2) If rules are broken or disruptive behaviour is a regular problem, a warning to the child will be given. Failure to listen to the staff after the warning, parents will be informed.
- 3) If disruptive behaviour cannot be resolved by consultation between parents and staff then the child will lose its membership with School's Out Holiday Squad.

6. Complaints Procedure Policy

School's Out Holiday Squad aims to provide a high quality, efficient and accessible service to parents and children.

The way that School's Out Holiday Squad runs is reviewed on a regular basis. However, from time to time a parent or a child may feel they have a complaint about some aspect of the club, or an individual member of staff. Usually it should be possible to resolve any problems as soon as they occur. If this is not the case then the following formal complaints procedure should be adopted:

- All complaints will be taken seriously and dealt with fairly and in a way which respects confidentiality.
- Send your complaint via email to schoolsoutholidaysquad@gmail.com. Please include full details of the problem with appropriate names and dates.

- We will acknowledge your complaint as soon as possible and a full investigation will be carried out within 14 days. If there is a delay you will be informed of the reasons. We will then keep you informed and give you a full reply.
- The response you receive will also be given to the staff concerned, with recommendations for action to be taken.
- Individual members of staff have the right to reply to any complaint at any stage.

If you remain dissatisfied

If you are not satisfied with the outcome of our investigation, you may contact Ofsted.

Ofsted

Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone: **0300 123 1231**

Alternatively, concerns can be raised through Ofsted's online contact service via the official Ofsted website.

Parents may also seek independent advice from Blackburn with Darwen Council where appropriate.

7. Discipline/Behaviour Policy

- Rules will be discussed within School's Out Holiday Squad and explained to all newcomers, both children and adults.
- All the children at School's Out Holiday Squad will receive positive encouragement to mix and play together with consideration for the feelings and needs of others.
- School's Out Holiday Club staff will try to ensure that no particular group or individuals are associated with particular behaviour on the basis of gender, race, religion or class.
- We will adopt a clear set of rules which are consistently applied, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- We will adopt a clear set of consequences for breaking these rules, which are consistently applied by staff.
- Every child starts the day with a 'clean slate'.
- Parents are involved in the positive strategies and informed of the behaviour of their child on a regular basis.
- Staff will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Staff will praise and endorse desirable behaviour such as kindness and willingness to share.
- Physical punishment, such as smacking or shaking, will neither be used nor threatened.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour not the child that is unwelcome.
- Incidents should be recorded in the 'Incident Book'.
- Recurring problems will be tackled by the whole club in partnership with the child's parents, using records / incident reports to establish an understanding of the cause.

Children will never be humiliated, isolated or subjected to inappropriate sanctions.

Where a child requires support to regulate their behaviour, staff will use age-appropriate positive behaviour strategies which may include:

- Calm verbal reminders;
- Distraction and redirection;
- Restorative conversations;
- Providing time and space to regulate emotions with adult support;
- Discussing feelings and appropriate choices;
- Encouraging children to resolve disagreements positively.

Where behaviour presents a risk to the child or others, staff will act to maintain everyone's safety and will inform parents where appropriate.

8. School's Out Holiday Squad Emergency Closure Policy

Definition

A situation that may occur that affects the usual running of School's Out Holiday Squad that cannot be predicted and avoided and is beyond the control of those within School's Out Holiday Squad.

Situations that may be covered by this policy: -

- Severe sickness epidemics within School's Out Holiday Squad and / or the school.
- Severe weather conditions causing disruption to transport networks.
- Natural disasters
- Loss of heating, electricity and water within Shadsworth Junior School, Meadowhead Infant School, Longshaw Infant School or St. Paul's RC Primary School.
- School's Out Holiday Squad buildings / room is deemed unsafe.

Purpose

To ensure that staff and parents have a guideline to follow

Procedure

School's Out Holiday Squad will follow the closure procedures of the schools from which we operate or collect children. Where a partner school is closed due to severe weather, loss of utilities or any other emergency, the Manager will assess whether School's Out Holiday Squad can operate safely. Parents will be informed as soon as reasonably practicable of any changes to opening arrangements.

9. Equal Opportunities Policy

Equality, Diversity and Inclusion

School's Out Holiday Squad is committed to promoting equality, diversity and inclusion and ensuring that every child, family, member of staff and visitor is treated with dignity, fairness and respect.

We will provide an inclusive environment where everyone is welcomed, valued and supported to achieve their full potential.

In accordance with the **Equality Act 2010**, School's Out Holiday Squad will not discriminate against any person on the grounds of a protected characteristic, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We are committed to:

- Promoting equality of opportunity for all;
- Celebrating diversity and encouraging respect for others;
- Providing activities that are inclusive and accessible;
- Making reasonable adjustments where required to meet individual needs;
- Challenging discrimination, bullying, harassment or victimisation;
- Fostering positive relationships between all members of our club community.

Every child will be treated as an individual and supported according to their needs, abilities and circumstances.

Children with SEND, medical needs or disabilities will be supported through reasonable adjustments wherever practicable and in partnership with parents, carers and relevant professionals.

Any discriminatory language, behaviour or attitudes will be challenged appropriately and used as an opportunity to educate and promote understanding.

Children with additional needs

School's Out Holiday Squad recognises that some children have additional needs or physical disabilities that require support and assistance. We will assess the individual needs of each child in consultation with their parents prior to registration, and we will endeavour to accommodate the needs of the child.

Monitoring

School's Out Holiday Squad will review this policy annually to ensure it continues to reflect current legislation and best practice and that equality remains embedded within all aspects of our provision.

10. Fire Procedures Policy

School's Out Holiday Squad lead coach should ensure that:

- 1) All the staff team and children are aware of the arrangements that are to be followed in the event of a fire.

- 2) A regular fire practice is carried out at least three times a year to ensure that all children and staff are familiar with the fire practice procedures. Instructions should be given on how to vacate the rooms occupied by the club. These practices are recorded in the Fire Practice Record Book.

In the event of a fire:

The person finding the fire should activate the alarm.

- 1) The children should be directed out of the building using the designated fire exits and line up at the assembly point (Schools Playground, Football Pitch and School Car Parks). They should leave in an orderly manner, not running, quietly and should not wait to collect any belongings.
- 2) At the assembly point the lead coach should count the children before checking the register.
- 3) The lead coach will check that everyone is accounted for by doing a register for both pupils and staff.
- 4) No person is to return to the building until instructed by the Fire Brigade that it is safe to do so.

The lead coach must:

- 1) Ensure the building is fully evacuated.
- 2) Check the location of the fire and telephone the Fire Brigade by dialling 999 unless they are CERTAIN it is a false alarm.

Fire extinguisher and fire alarm point is situated in the hall and corridor.

Staff should always be aware of these locations.

Staff should always be aware of any hazard that may be a fire risk.

Staff should not smoke anywhere in the building or in the grounds or in the presence of the children.

School's Out Holiday Squad has a strict No Smoking Policy as stated in our Smoking & Drinking Policy, this also includes vaping.

Sound the alarm if a fire is detected and call 999. A member of staff will bring out the child register & a head count will be taken at the fire assembly point.

Fire Assembly Point

The designated fire assembly point is identified within the school's current Fire Evacuation Plan.

All staff must familiarise themselves with the evacuation routes, fire exits and assembly point before each session.

Registers and visitor records will be taken to the assembly point and a roll call completed immediately.

No person may re-enter the building until authorised by the Fire and Rescue Service or the person in charge.

Sports Hall;

Members of staff in the hall are responsible for the children in their direct supervision.

- Evacuate the building.
- Use the fire exit leading from the hall. Staff should be aware of fire exits at all times.
- Ensure fire exits and escape route are free from obstruction.
- Search the sports hall, corridors and toilets to ensure all individuals have left the building.
- Take child register with you
- If it is safe to do so the chosen route of escape is via exit leading from the sports hall into the playground.
- Fire assembly point: Football pitch, School Car Park and Schools Playground.

- Check club register.

Additional Class Room;

Members of staff in the classroom have responsibility for evacuating the children safely.

- Leave by the nearest, safest fire exit.
- Scan room to ensure no individuals are left behind.
- Escort staff and children to the fire assembly point
- Use the fire exit located in the classroom and meet at the designated assembly point.

11. Health and Safety Policy

School's Out Holiday Squad considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the club.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the employers.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of School's Out Holiday Squad. The registered person will ensure that:

- School's Out Holiday Squad designated health and safety officer is Chris Baker.
- All staff will receive information on health and safety matters, and receive training where necessary.
- The Health and Safety policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

School's Out Holiday Squad's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

- School's Out Holiday Squad's equipment is safely and securely stored.
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our Risk Assessment policy.

Security

- Children are not allowed to leave the club premises during the session.
- During School's Out Holiday Squad sessions all external doors and gates are kept locked, with the exception of fire doors.
- Staff monitor the entrances and exits to the premises throughout the session.
- All visitors to School's Out Holiday Squad must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.
- Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Sport Equipment

All sports equipment are kept clean, well maintained and in good repair. We select sports equipment with care and we carry out risk assessments before the children are allowed to use them. Broken or damaged sports equipment are disposed of promptly.

12. Medication Policy

School's Out Holiday Squad feel that it should not be necessary for any child to take medicines during the time the club is open. However, occasionally children may need to take certain prescription or other proprietary medicines during that time, i.e. for asthma etc. Should this be necessary, medicines should be clearly labelled with the child's name, and handed to the club lead coach at the beginning of the session. They will be stored in the school office which is locked. A letter should accompany all medicines from the parent or legal guardian, giving clear instructions for their administration.

At the end of the session the medicines, with instructions, should be handed back to the parent.

A record will be kept in the club of any medication administered detailing:

- Child's name
- Date & time
- Dosage given
- Administrator
- Parent informed

Emergency Medication

School's Out Holiday Squad recognises that some children may require emergency medication during club sessions.

This may include:

- Asthma inhalers;
- Adrenaline auto-injectors (AAIs/EpiPens);
- Prescribed emergency medication for diagnosed medical conditions.

Parents must:

- Provide the medication;
- Ensure it is clearly labelled;
- Complete the appropriate consent forms;
- Notify the club of any changes to medical needs.

Where a child has an Individual Healthcare Plan (IHP), staff will familiarise themselves with the procedures before the child attends.

Emergency medication will always remain readily accessible and never be locked away if immediate access is required.

Medication administered will be recorded and parents informed at collection.

13. Mobile Phone and Camera Policy

Definition

To provide clear procedures to all staff and visitors on the use of mobile phones whilst working at School' Out Holiday Squad.

Purpose

To provide protection to staff and children from inappropriate use of mobile phones and cameras.

Procedure

The use of personal mobile phones, smart watches, tablets or any internet-enabled personal devices whilst supervising children is strictly prohibited unless authorised by the Manager in an emergency.

This policy is in place to safeguard children and protect staff from allegations of inappropriate conduct.

- Personal mobile phones, smart watches and other personal electronic devices must be switched to silent and stored in the designated staff area during working hours.
- Staff must not use personal devices to make calls, send messages, access social media, browse the internet or take photographs whilst supervising children.
- Any emergency calls should be made using the club telephone or with permission from the Manager.
- Visitors should keep mobile phone use to an absolute minimum and only in designated areas away from children.
- Photographs or videos of children may only be taken using authorised club equipment and only where appropriate parental consent has been obtained.
- Children are not permitted to use mobile phones or internet-enabled devices during club sessions unless authorised by staff for a specific educational purpose.
- Any misuse of electronic devices by staff, volunteers or visitors may result in disciplinary action and, where appropriate, referral to external agencies.

14. Non - Collection of Children Policy

All parents / guardians must supply two emergency contacts that would be able to collect their child in an emergency if they are unable to do so. These contacts should be able to collect the child within 15 minutes.

Children should be collected by the latest time of 6:00pm.

Persistent late collection could result in loss of your place.

The school premises are closed from 6:10pm.

If, in extreme circumstances, if a child has not been collected within a reasonable period after the club closes and all emergency contacts have been exhausted, Children's Social Care and/or the Police will be contacted for advice.

15. Missing Children Policy

This policy covers two possible instances:

1) Children booked in but do not arrive;

Any sessions that are booked must be cancelled as the Admissions Policy states. If they are not cancelled the following procedures will be put into operation by the staff:

a) Parents will be telephoned at home or at work to check their child's attendance.

b) If parents cannot be reached the emergency contacts will be telephoned.

2) Children arrive and are later missing

Procedures as in a) and b) above are put into operation and if the matter is not resolved then this is followed by,

c) Contact the Police.

16. Outdoor Play Policy

Outdoor play area is safe, secure and well maintained, as required by the National Standards. The area is large enough to give scope for free movement and provides more than adequate space. The area is organised to promote children's development and to ensure safety at all times.

- The outdoor play space adjoins the premises and is easily accessible to all children.
- It is safe, secure and well maintained.
- Boundary walls and gates are secure and in good repair.
- It is fully enclosed with no access to strangers.
- The play surfaces are new and in good repair.
- It provides hard and soft (grass) areas.
- It can be divided into two smaller areas when separation of groups is needed.
- It provides a pleasant environment with garden.
- There is also a mixed group playtime
- Staff are deployed effectively within the outdoor play area to ensure safety, welfare and development of the children.
- The area is large enough to give scope for free movement and provides more than adequate space.

- Activities and play opportunities are provided to develop children's emotional, physical, social and intellectual capabilities.
- Positive steps are taken to enable children to play safely and with freedom of movement.
- Space and resources are organised to meet children's needs effectively.
- Positive steps are taken to promote safety at all times.
- Precautions are taken to prevent accidents and very few accidents occur.
- There is a high staff to child ratio.
- There is a regular risk assessment of the area.
- There are daily checks of the area and all equipment.
- Equipment provided are appropriate for their purpose. They are of suitable design and condition, well maintained and conform to safety standards.
- Sport equipment are appropriate for the ages and individual development needs of the children.
- Play is sometimes free, at other times directed.
- Clear space is provided (i.e. without sports equipment) at certain times to allow freedom of movement.
- A seating area is available.
- Outdoor play will take place in most weather conditions where it is safe to do so. Activities may be adapted during adverse weather.
- Our children are all very keen to participate in all outdoor activities.
- We receive positive feedback from parents.

17. Payment of Fees Policy

Invoices are issued at the time of the booking via our online booking system. All invoices are to be paid in full by the 7th of the same booking month. Failure to do so will result in a late payment administration charge being added to the invoice of £10.00 and their child place will be put on hold.

Payment can be paid by online banking or cash payments at our venues.

If fees are not paid on time the club will notify the parent/guardian requesting payment at the earliest possible opportunity. This will be followed by a formal warning to the parent/guardian informing them that continued late payment will result in their child's place at the club being terminated.

If fees are persistently paid late with no explanation the club will be forced to terminate that child's place.

If you have a session booked, we do not offer that place to another child. Therefore, we do not operate a 'swap' system, if for whatever reason you do not attend a particular session this cannot be taken free of charge at another session.

18. Risk Assessment Policy

School's Out Holiday Squad uses its risk assessment systems to ensure that the club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

Where children within the Early Years Foundation Stage (EYFS) age range attend School's Out Holiday Squad, the club will comply with the safeguarding and welfare requirements of the current Early Years Foundation Stage (EYFS) Statutory Framework, where applicable.

In line with current health and safety legislation and, where applicable, the current Early Years Foundation Stage (EYFS) Statutory Framework, School's Out Holiday Squad carries out regular risk assessments to identify, assess and minimise potential hazards. It is the responsibility of the Manager to ensure that risk assessments are completed, monitored, reviewed and acted upon.

Risk assessments will be carried out:

- Whenever there is any change to equipment or resources.
- When there is any change to the club's premises.
- When the particular needs of a child.

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However, risk assessments relating to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the club's policies or procedures as a result of the risk assessment, the manager will update the relevant documents and inform all staff.

Daily checks:

- We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive.
- During the course of the session, staff will remain alert to any potential risks to health and safety.
- If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the manager.
- The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

Recording dangerous events:

- The manager will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident.
- If the incident affected a child the record will be kept on the child's file.
- The club will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Dynamic Risk Assessments

In addition to written risk assessments, staff will continually assess risks throughout each session and take immediate action where hazards are identified.

Dynamic risk assessments are particularly important during:

- Outdoor play;
- Forest School sessions;
- Educational visits;

- Sporting activities;
- Food preparation activities;
- Changing weather conditions;
- Use of specialist equipment.

Where a significant risk is identified, activities will be adapted, relocated or stopped until it is safe to continue.

19. Safeguarding and Child Protection Policy

Policy Statement

School's Out Holiday Squad is committed to safeguarding and promoting the welfare of every child. The safety and wellbeing of children is our highest priority, and all staff, volunteers and visitors have a responsibility to protect children from harm.

We believe every child has the right to:

- Feel safe and secure.
- Be listened to.
- Be treated with dignity and respect.
- Be protected from abuse, neglect, exploitation and discrimination.
- Enjoy activities in a safe, caring and inclusive environment.
- We recognise that safeguarding is everyone's responsibility.

Legislative Framework

This policy has been developed in accordance with current legislation and statutory guidance including:

- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children (current edition)
- Children Act 1989
- Children Act 2004
- Education Act 2002 (Section 175)
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Working Together to Improve School Attendance (where applicable)

Policy Aims

School's Out Holiday Squad aims to:

- Safeguard children from harm;
- Promote children's welfare;
- Provide a safe and secure environment;
- Identify concerns at the earliest opportunity;
- Work effectively with parents and external agencies;
- Ensure staff understand their safeguarding responsibilities;
- Maintain an open culture where concerns are taken seriously.

Roles and Responsibilities

All adults working within School's Out Holiday Squad have a duty to safeguard children.

All staff must:

- Complete safeguarding training appropriate to their role;
- Read and understand this policy;
- Know who the Designated Safeguarding Lead (DSL) is;
- Report concerns immediately;
- Maintain accurate records;
- Always act in the best interests of the child.

Staff should follow the **Four Rs**:

- **Recognise** concerns.
- **Respond** appropriately.
- **Record** accurately.
- **Refer** without delay.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding concerns;
- Making referrals where appropriate;
- Maintaining confidential safeguarding records;
- Liaising with Children's Social Care;
- Supporting staff;
- Ensuring safeguarding training remains up to date.

The Deputy DSL will undertake these responsibilities in the absence of the DSL.

Early Help

School's Out Holiday Squad recognises that some children may benefit from early help before concerns escalate.

Staff should identify concerns early and share these with the DSL so that appropriate support can be arranged.

Types of Abuse

- Staff should be familiar with the signs and indicators of:
- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Staff should also remain alert to:

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Domestic Abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Honour Based Abuse
- Modern Slavery
- Radicalisation and Extremism
- Missing Children
- Online Abuse

Child-on-Child Abuse

School's Out Holiday Squad recognises that children can abuse other children.

This may include:

- Bullying;
- Cyberbullying;
- Physical assault;
- Sexual harassment;
- Sexual violence;
- Inappropriate touching;
- Sharing indecent images;
- Initiation or hazing behaviour.

All allegations will be taken seriously, investigated appropriately and dealt with in accordance with safeguarding procedures.

Online Safety

Safeguarding includes online safety.

Staff will promote safe use of technology and protect children from:

- Online grooming;
- Cyberbullying;
- Extremist content;
- Inappropriate websites;
- Harmful online challenges;
- Sharing personal information;
- Inappropriate use of social media.
- Where internet-enabled devices are used, appropriate filtering and monitoring systems will be implemented where applicable.

Mental Health

Staff recognise that mental health concerns can sometimes indicate that a child has experienced abuse, neglect or trauma.

Where concerns exist, staff will follow safeguarding procedures and seek appropriate support through the DSL.

Low-Level Concerns

School's Out Holiday Squad encourages an open safeguarding culture.

Any concerns regarding the conduct of adults, even where the behaviour does not meet the threshold for referral to the Local Authority Designated Officer (LADO), should be reported immediately to the DSL.

All concerns will be recorded and managed appropriately.

If a Child Makes a Disclosure

If a child discloses abuse, staff will:

- Remain calm;
- Listen carefully;
- Reassure the child they have done the right thing;
- Avoid asking leading questions;
- Explain that information cannot be kept secret;
- Record the disclosure accurately using the child's own words wherever possible;
- Report immediately to the DSL.
- Staff must never investigate allegations themselves.

Record Keeping

All safeguarding records will:

- Be factual;
- Be signed and dated;
- Be stored securely;
- Only be shared on a need-to-know basis;
- Comply with UK GDPR and Data Protection legislation.

Information Sharing

School's Out Holiday Squad recognises that effective safeguarding relies upon timely information sharing.

Information will only be shared where lawful, necessary and proportionate and in accordance with safeguarding legislation and UK GDPR.

Safer Recruitment

School's Out Holiday Squad is committed to safer recruitment.

Appropriate checks will be completed before staff begin employment, including where applicable:

- Identity verification;
- Enhanced DBS checks;
- Barred List checks;

- Right to Work checks;
- Suitable references;
- Qualification checks;
- Online searches where appropriate.

Allegations Against Staff

Any allegation against a member of staff will be reported immediately to the Manager.

Allegations concerning the Manager will be reported to the appropriate senior leader and referred to the Local Authority Designated Officer (LADO) where required.

All allegations will be managed fairly, confidentially and in accordance with statutory guidance.

Visitors

Visitors must:

- Sign in;
- Wear identification where appropriate;
- Remain supervised unless authorised;
- Never use personal devices to photograph children.

Mobile Phones and Photography

Personal mobile phones should not be used whilst supervising children.

Only authorised club equipment may be used to take photographs and only where parental consent has been obtained.

Smart watches capable of recording images or audio should not be used whilst supervising children.

Training

All staff will receive safeguarding induction before working unsupervised with children.

Safeguarding training and updates will be completed regularly in line with statutory guidance.

Useful Contacts

Designated Safeguarding Lead (DSL):

Chris Baker

Deputy DSL:

(Insert name if applicable.)

Blackburn with Darwen Children's Advice and Duty Service (MASH)

Telephone: **01254 666400**

Local Authority Designated Officer (LADO)

Use the current Blackburn with Darwen Council contact details and verify these annually.

Police

Emergency: **999**

Non-emergency: **101**

NSPCC Helpline

0808 800 5000

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes;
- Statutory guidance is updated;
- An incident indicates changes are required;
- Recommendations are made following an inspection or audit.

20. Smoking and Drinking Policy

School's Out Holiday Squad, out of school club insists that:

- A No Smoking Policy is in operation at all times, this also includes vaping.
- No alcoholic drinks are to be brought onto the premises.
- No member of staff should have consumed alcohol.
- No hot drinks to be left within reach of the children.
- Smoking and drinking of alcohol is not permitted in the building or outside at ANYTIME when the children are present. This rule is STRICTLY enforced and all staff and parents are to be made aware of it.

21. Special Needs Policy

School's Out Holiday Squad endeavours to provide care and education for all children, irrespective of their individual needs and assist them to reach their full potential.

The club aims to recognise the needs of all children and act accordingly via the correct channels of communication with parents and other professionals.

Via our admissions policy, staff will have the opportunity to liaise with parents to ensure appropriate provision is offered.

Due consideration is given to access and facilities and every effort has been made to make attendance trouble free.

Outside agencies will always be contacted for guidelines relating to individual needs.

Parents, staff and children will work in close proximity to ensure individual needs are met.

22. GDPR Statement

Data Protection and Confidentiality

School's Out Holiday Squad is committed to protecting the personal information of children, parents, carers, staff and volunteers.

Personal information is collected, stored and processed in accordance with the **UK General Data**

Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information is only collected where it is necessary for the safe and effective operation of the club, including safeguarding, health, medical, emergency contact and administrative purposes.

Personal information will:

1. Be processed lawfully, fairly and transparently;
2. Be kept accurate and up to date;
3. Be stored securely;
4. Only be shared where there is a lawful basis to do so, including safeguarding or legal obligations;
5. Only be retained for as long as necessary in accordance with our retention procedures.

Parents and carers have the right to request access to their personal information and to understand how their data is used. Further information is available in School's Out Holiday Squad's Privacy Notice.

23. Whistleblowing Policy

Definition:

Whistleblowing is raising a concern about malpractice within an organisation.

Protection:

School's Out Holiday Squad is an organisation committed to delivering a high quality out of school provision, promoting organisational accountability and maintaining public confidence. This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to School's Out Holiday Squad formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact our Early Years Advisor or OFSTED for advice on what steps to follow.

A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

Policy Statement:

School's Out Holiday Squad out of school club works in accordance with the Public Interest Disclosure Act 1998 (commonly referred to as Whistle blowing) to support and encourage members of staff to speak out against any malpractice in our setting where they have reasonable belief that the following breeches or offences are being carried out:-

- A criminal Offence
- A breach of legal obligation
- A miscarriage of justice
- A danger to the health and safety of an individual
- Damage to the environment or
- Deliberate covering up of information tending to show any of the above

Procedure

School's Out Holiday Squad out of school club has the following procedures to ensure that concerns are dealt with effectively and efficiently and will do all that we can to preserve the confidentiality of staff who raise concerns.

The procedure seeks to encourage and enable members of staff to disclose information through the appropriate channels first, rather than going to an outside person or body.

The first stage would be to share any concerns verbally or in writing to Chris Baker. However, this depends on the seriousness and sensitivity of the issues involved and who is suspected of any wrong doing.

As a third option staff can raise concerns with Local Authority Designated Officer. Staff who wish to put their concerns in writing are advised to include the following:

- Any Background information
- History of the concern
- Names of people etc.
- Places if relevant
- The reason for making the disclosure

School's Out Holiday Squad will quickly respond to any concern. In order to protect the member who raises the concern and those accused of wrongdoing, initial enquires will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations that fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation.

If urgent action is required this will be taken before any investigation is conducted. Staff will be told how we propose to deal with the concern within ten working days of it being brought to the clubs attention.

All concerns will be treated in the strictest confidentiality and every effort will be made not to disclose the identity of any member of staff, unless they wish us to do so.

However, at some point in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern.

The manager will assess whether it is reasonable to withhold the name of the complainant for such reason as risk of harm to them.

Complainants should be aware however, that their identity might be revealed by inference. The club accepts that deciding to report a concern can be very difficult and uncomfortable and that it is usually made in good faith however, if the club finds that the person has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.



School's Out Holiday Squad

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