



Community Interest Company (C.I.C)

## A Guide for Parents and Carers

Terms and Conditions

Ofsted Registered

Playworld New Forest C.I.C - Out of School Club

Registration Number: EY427719 Netley Marsh

EY469594 Bartley

## Welcome to Playworld New Forest C.I.C Out of School Club

This book aims to give parents and carers information on our 'out of school hours' provision. Both settings are Ofsted registered to provide care for children from 4 years up to 11 years. We are registered to take up to 30 children. All our staff are experienced with several play workers holding a level 3 qualification who are committed to providing your child with a safe, stimulating and friendly environment. Club activities are planned and resourced to ensure your child's personal, social and educational development can flourish. Above all we ensure your child has fun!

### **CHILD PROTECTION STATEMENT**

*"Playworld New Forest C.I.C Out of School Club is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment."*

We operate a breakfast and after school club at Bartley C of E Junior School every day during term time. Children from Bartley and neighbouring schools are welcome at both of our clubs (you would need to arrange your own transport to/from other schools). We do offer a service to collect children from Netley Marsh Infant School to take them to the after school club every day except Tuesdays (please see below). This service does incur a small charge to cover petrol, insurance and staff costs. All of our drivers are insured and we provide maintained booster seats.

We currently provide a separate breakfast club for Netley Marsh children at Netley Marsh C of E Infant School every day during term time and after school club on Tuesdays only (the other days they can attend our after school club at Bartley as mentioned above).

### Who's who at Playworld New Forest C.I.C?

#### Director/Manager

Sarah Godfroy - Transport, Netley Marsh breakfast and after school club

#### Director/ Manager

Sue Hooper - Bartley breakfast and after school club and transport

#### Play workers

Diane Galbraith - Bartley breakfast and after school club

Stephen Godfroy - Bartley breakfast club

Rachel Hamblin - Bartley after school club

Denise Pickering - Netley Marsh after school club

Elaine Stayte - Netley Marsh breakfast club

Claire Way - Netley Marsh and Bartley after School Club

### **Breakfast club at Netley Marsh**

Breakfast Club currently operates Monday-Friday (term time only) from 7.45am - 9.00am. Breakfast is served between 7.55am and 8.25am to allow staff to clear away and daily activities are offered for the children to take part in. The cost for each session is currently £4.25 and includes a selection of breakfast items such as fresh fruit, yoghurts, toast, cereal, waffles, pancakes, brioche rolls and fruit juice or milk. We are happy to cater for any dietary needs so please inform a member of staff.

Please could we ask that children are dropped off at the single door entrance to the hall (located on the St Matthews Church Hall side of the school) where the breakfast club staff will collect children from their parents or carers. Children attending Netley Marsh Infant School are taken to their classrooms by play workers for the start of the school day. This is the same place for collection of your child/children if they attend the after school club on Tuesdays.

### **After school club at Netley Marsh**

This currently operates on a Tuesday only from 3.15pm - 6pm. Children are collected from their classroom and taken into the school hall. They have full use of this space and the immediate outside secure area as well as the playground. The session price per child is currently £9.75 with a small reduction for siblings and includes a snack tea which they have upon arrival consisting of sandwiches, fruit and salad items, yoghurt or jelly and water or no added sugar squash.

### **Breakfast club at Bartley**

Breakfast club currently operates Monday - Friday (term time only) from 7.45am - 9am although children are allowed to go into their class from 8.45am. The cost per session is currently £4.25 per child and includes breakfast from a selection of items such as fresh fruit, yoghurts, toast, cereal, waffles, pancakes, brioche rolls and fruit juice or milk. We are happy to cater for any dietary needs so please inform a member of staff.

Please park in the left hand side car park as you stand looking at the school and go through the big wooden gate at the bottom of the car park. Follow around the back of the school to the right and we are in the last classroom. Please make sure that **ALL** children are handed over to a member of staff at the door to ensure children's safety at all times.

## After school club at Bartley Junior School

After school club operates Monday-Friday (term time only) from 3.30 - 6.00pm. The cost for each session is currently £9.75 per child. For families with more than one child, this fee applies to the first child and siblings are charged at a reduced rate of £9.25 per child. Tea time snacks are served from 3.30pm consisting of sandwiches, fruit and salad items, yoghurt or jelly and water or no added sugar squash. When you collect your child/children, please use the car park located on the left hand side as you face the school and press the buzzer to the right of the large wooden gate. A member of staff will let you in.

If you have more than one child and they attend different schools, they are able to attend their own setting and we allow for drop off / collection time to accommodate this. Please speak to staff for details.

### What does the fee include?

The fee for both our breakfast and after school clubs includes full care with some qualified but all experienced and play workers. Our priority is the safety of all of our children therefore, all staff have an Enhanced DBS check before they are allowed to be left unsupervised with a child. Most of our staff are Paediatric First Aid trained and there is always at least one member of staff at every session. All staff are trained in safeguarding which is renewed every three years and there are two Designated Safeguarding Leads. Most staff also hold a food hygiene qualification in addition to other certificates.

As a setting committed to healthy lifestyles, both the breakfast and after school clubs offer healthy options. A range of healthy snacks and refreshments are available including fresh fruit.

The wellbeing of all of our children is key and embedded in our values so we strive to be inclusive to all and provide activities to meet each child's individual and diverse needs reflecting on religious beliefs and other important events such as Christmas, Chinese New Year, Remembrance day, Mothering Sunday and Diwali to name but a few.

All parents must complete a registration form providing the club with emergency contact numbers, medical information and nominated persons to collect for their child before a session can be offered. A refundable deposit is also required but will be returned when your child's place is no longer needed.

### Transport

All our drivers hold the appropriate insurance, are DBS checked and have booster seats in good working order. All cars are maintained to ensure safety at all times.

## Collection of children from after school club

Please note, we can only release children to a named adult who you have informed us of and we cannot release children to anyone under the age of 16. If your child is being picked up by someone different please inform the club so that a play worker is aware and they will provide you with a password otherwise we will not be able to release your child and will need to contact you to confirm collection.

**All children must be collected by 6.00pm at the latest.** The club is not insured to look after children after this time therefore, we must be off site promptly. **There is a charge of £5 per fifteen minutes that parents or carers are late in collecting their child.** We do understand that there are circumstances beyond control that may result in parents and carers being delayed. We therefore have two Mobile Phones that you can contact the Club or leave a message on:

**Sarah Godfroy: 07808 166064 (Netley Marsh)**

**Sue Hooper: 07702 306999 (Bartley)**

## How do parents and carers book sessions?

Sessions can be booked up to 24 hours in advance subject to availability. We may be able to offer a place on the day but once again this is subject to availability. This can be done by contacting the clubs on the numbers above, in person or by email (please use this method only if more than 24 hours notice).

Please inform your child's school if your child is coming to our after school clubs. This applies particularly if you have booked a session on the day for that day. It is your responsibility to let your school know even if they attend Bartley C of E Junior School or Netley Marsh C of E Infant School. We are independent of all schools and schools may not release your child if they are unaware that they are coming to our after school club.

## When do parents and carers pay?

Payments can be made by cash, childcare vouchers or BACS transfer. All payments must be paid in full by the 30<sup>th</sup> of each month unless arrangements have been made to pay termly or half termly. Occasional sessions and extra sessions from a regular booking must be paid for on the day unless an alternative arrangement has been made with Playworld New Forest C.I.C. Parents and carers will be issued with an invoice for regular bookings. **Please note that there is a charge of £5.00 per week for any unpaid fees. Failure to pay will mean that children will not be able to attend the club.**

### What if a child is ill or parents and carers need to cancel the session?

If parents and carers can give Playworld New Forest C.I.C a minimum of 48 hours notice of cancellation, they will not be charged for that session. However, if their child is absent from school or is sent home from school unwell on the day a session has been booked, unfortunately they will be charged for the session. **There will also be a charge for the full session rate if less than 48 hours notice is given.** This is due to staffing being arranged around club numbers. Parents and carers **MUST** inform us if their child is absent from school so that we can amend our register.

Failure to inform Playworld New Forest C.I.C of non-attendance at a session will incur a normal session charge.

It is extremely important to notify a member of staff if your child is not attending as it causes undue worry for our staff if they are expecting your child and they do not arrive. It is also parents and carers responsibility to inform us of non attendance and not the child themselves.

We are unable to take children if they have been sick until 48 hours have passed since last being ill. This is in accordance to all School's sickness policies.

### Can parents and carers use child care vouchers at Playworld New Forest C.I.C?

Yes, our clubs are all Ofsted registered which enables parents to use childcare vouchers. Please ask for further details.

### Medicines at Playworld New Forest C.I.C

If a child requires medicine during their time at the club, this will only be administered if it is prescription medicine and parents are required to complete a medical consent form allowing our staff to give their child the recommended dose. Failure to do so will mean we unfortunately will not be able to administer medications. This is in addition to any consent forms required by your child's school. Medicines must **not** be kept in children's school bags. Most of our staff are trained in first aid and all accidents are recorded and a letter sent home with the child if they have received a bump to the head informing parents and carers of the steps the club have taken. Parental guidance will be sort and followed for a child who is attending club with a fracture.

## Policy and Procedure

Playworld New Forest C.I.C Out of School Club is committed to providing a quality setting and adheres to the Ofsted welfare requirements. For your information, enclosed in this booklet are our Positive Behaviour, Health and Safety and our Child Protection Policies. All other policies are in our Policy and Procedure file for you to peruse in addition to risk assessments including Covid-19 risk assessment which remains a working document.

### Outdoor Play

At Playworld New Forest C.I.C, we are very keen to promote healthy lifestyles so encourage outdoor play as much as possible. This also provides an alternative play environment and is always supervised by an accompanying adult/s.

### Equipment

Equipment will not be used if damaged. All faulty equipment should be reported to the Play leader immediately.

Children are kindly asked not to bring in personal possessions as we cannot accept liability if they were to get broken or lost.

### Smoking

The school site both inside and outside the immediate area is strictly a no smoking environment.

### Mobile Phones

Mobile phones are NOT permitted by children onsite. We kindly ask that if a child brings a mobile phone to school that it is kept in their school bag at all times otherwise they will be asked to put it in a basket until they go home. Playworld New Forest CIC except no responsibility for any item that children bring from home.

Parents and Carers are also kindly asked to refrain from using their mobile phone on site as per our mobile phone policy to maintain safety at all times.

### Covid-19

As mentioned before, we have a working risk assessment document that we amend as needed and in line with current government and school guidelines.

**All information correct at time of printing 01.06.2021**



# Playworld New Forest CIC

## Behaviour Management Policy

Playworld New Forest CIC Out of School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session, and are discussed regularly.

The Club's designated member of staff responsible for behaviour management is **Sarah Godfroy /Sue Hooper**

Whilst at Playworld New Forest CIC Out of School Club we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules, which are compiled by the children attending the club
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

### **Encouraging positive behaviour**

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Certificates for exceptional accomplishments
- Offering a variety of play opportunities to meet the needs of the children attending the Club

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **Dealing with inappropriate behaviour**

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Corporal punishment or the threat of corporal punishment will never be used.



If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with our **Suspensions and Exclusions** policy. The reasons and processes involved will be clearly explained to the child.

### **Physical intervention**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an **Incident record** will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police.

All serious incidents will be recorded on an **Incident record** and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **Safeguarding** policy.

This policy was adopted by: <a href="#">Playworld New Forest CIC</a>	Date: 01.06.2021
To be reviewed:	Signed: <a href="#">by Manager/Director</a>

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*



# Playworld New Forest CIC

## Health and Safety Policy

Playworld New Forest CIC 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 manager.

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 the Club. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is:
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm> )
- All staff 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**

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- 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 unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club sessions **all external doors are kept locked, with the exception of fire doors which are alarmed**. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club 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.

## Toys and equipment

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

We ensure that any flammable equipment is stored safely.

## Food and personal hygiene

Staff at **Playworld New Forest CIC** maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

## Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

## Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

## Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

This policy was adopted by: <a href="#">Playworld New Forest CIC</a>	Date: 01.06.2021
To be reviewed:	Signed: <a href="#">by Manager/Director</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64]*.



# Playworld New Forest CIC

## Safeguarding (Child Protection) Policy

Playworld New Forest CIC is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There is a Designated Safeguarding Lead (DSL) available at all times while the Club is in session. The DSL coordinates child protection issues and liaises with external agencies (eg Social Care, LSCB and Ofsted).

**The Club's designated DSL's are: Sarah Godfroy and Susan Hooper**

### **Child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

### ***Signs of child abuse and neglect***

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### ***If abuse is suspected or disclosed***

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

### **Peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

#### ***If peer-on-peer abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

#### ***Signs of radicalisation***

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the CPO.

### **Logging a concern**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact the Local Safeguarding Children Board (LSCB) or **Local Authority Prevent Co-ordinator**. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

### **Promoting awareness among staff**

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every **three** years.
- safe recruitment practices are followed for all new staff
- all staff have a copy of this **Safeguarding (Child Protection) policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding File which is kept
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.

### **Use of mobile phones and cameras**

Photographs will only be taken of children with their parents' permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club. **For more details see our Mobile Phone Policy.**

## Contact numbers

Urgent - Hampshire Safeguarding Children Partnership: **01329 225379**      **Police 999**  
Hampshire Social Care ( including Prevent): **0300 555 1384**  
Social Care out of hours contact: **0300 555 1373**  
Concern about a member of staff working with children - **01962 876364** LADO (Local Authority Designated Officer)  
Police: **101** (non-emergency) or **999** (emergency)  
Anti-terrorist hotline: **0800 789 321**  
NSPCC: **0808 800 500**  
Ofsted: **0300 123 1231**

This policy was adopted by: <b>Playworld New Forest CIC</b>	Date: 01.06.2021
To be reviewed:	Signed: <b>by Manager/Director</b>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].*

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