

Y-Kidz Administering Medication Policy

If a child attending **Y-Kidz** requires prescription medication of any kind, their parent or carer must complete a **permission to administer medicine** form in advance. Staff at the Club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Y-Kidz can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a **medication log**, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Club has received written consent.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the **record of medication log**.
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the **medication log**.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the **medication log**.

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

A child's parent or carer must complete a new **permission to administer medication** form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.



Y-Kidz Arrivals and Departures

Y-Kidz recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The team will ensure that an accurate record is kept of all children in our care, and that any arrivals or departures are recorded in the register. The register is kept in an accessible secure location on the premises at all times. In addition we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival to our care and will record the child's attendance in the daily register straightaway.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the team has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify Y-Kidz if they will be late collecting their child. If Y-Kidz are not informed, the **uncollected children** policy will be followed.
- Children over the age of eight will only be allowed to leave our care alone at the end of the session if this has been discussed this with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave Y-Kidz unaccompanied.

Absences

- If a child is going to be absent from a booked session, parents should notify Y-Kidz in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.



Y-Kidz

Behaviour Management Policy

Y-Kidz uses effective behaviour management strategies to promote the welfare and enjoyment of children attending our care. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. Y-Kidz rules are clearly displayed at every session, and are discussed regularly.

Whilst at Y-Kidz we expect children to:

- Use socially acceptable behaviour
- Comply with the Y-Kidz 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 Y-Kidz

Encouraging positive behaviour:

At Y-Kidz positive behaviour is encouraged by:

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

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 Y-Kidz 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
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour
- We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink)

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Y-Kidz may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and parents/carers.



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 underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **safeguarding** policy.

Corporal punishment:

Corporal punishment or the threat of corporal punishment will *never* be used at the Club.

We will take all reasonable steps to ensure that no child who attends our Club receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.



Y-Kidz Booking and Cancellations Policy

To book a place for your child please visit www.ymcaderbyshire.org.uk and follow the link to the Family Work page and then the appropriate school or activity club page.

All bookings must be made online, for last minute bookings or in exceptional circumstances we will accept telephone or face-to-face bookings. Please call the Y-Kidz team to discuss this further.

Confirmation of your booking will be given within 24 hours.

A completed registration form must be received by Y-Kidz before your child can attend. This is so that we have the appropriate health details and emergency contact details for your child. This should be completed online via our online booking form. If you have any problems please contact the Y-Kidz team.

Payments:

Full payment is required before your child can attend Y-Kidz.

Fees can be paid online via our website or by childcare vouchers.

Late Collection Fee:

There is a late collection fee of £5.00 for the first 15 minutes after the booked session and £2.00 for each of the 5 minutes following.

Cancellations:

It is important that all parties understand that we are a not-for-profit organisation and our budgets are planned in advance to allow full value for money.

Sessions may be cancelled without charge or changed up to seven days before your child is due to attend Y-Kidz. Any changes made with less than one week notice are liable for full payment unless in exceptional circumstances and will be assessed on an individual case, please talk to our team and keep us informed of any changes required.

Contacting Y-Kidz:

Booking hotline and all enquiries 01332 854647, Markeaton Primary School: 07590452825, Brookfield Primary School: 07753435915.

Email: ykidz@ymcaderbyshire.org.uk



Y-Kidz

Complaints Policy

At Y-Kidz we aim to work in partnership with parents to deliver a high quality service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our complaints policy is available on the premises at all times. Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.

The manager is usually responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an **incident log** and a **complaints log** will be completed. Any complaints made will be dealt with in the following manner:

Stage one:

Complaints about aspects of Y-Kidz activity:

- The manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution

Complaints about an individual staff member:

- If appropriate the parent/carer will be encouraged to discuss the matter with staff concerned
- If the parent/carer feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution

Stage two:

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent/carer should put their complaint in writing to the manager. The manager will:

- Acknowledge receipt of the letter within 7 days
- Investigate the matter and notify the complainant of the outcome within 28 days
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint
- Meet relevant parties to discuss Y-Kidz response to the complaint, either together or on an individual basis

If child protection issues are raised, the manager will refer the situation to YMCA Derbyshire's Designated Safeguarding Lead, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the manager will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about Y-Kidz at any time. Ofsted will consider and investigate all complaints.

Telephone: 0300 123 1231 (general enquiries)
0300 123 4666 (complaints)



Y-Kidz **Equalities Policy**

At Y-Kidz we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

To achieve Y-Kidz's objective of creating an environment free from discrimination and welcoming to all, we will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals
- Ensure that its services are available to all parents/carers and children in the local community
- Ensure that Y-Kidz recruitment policies and procedures are open, fair and non-discriminatory
- Work to fulfil all the legal requirements of the Equality Act 2010
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis

Challenging inappropriate attitudes and practices:

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

Racial harassment:

Y-Kidz will not tolerate any form of racial harassment. We will challenge racist and discriminatory remarks, attitudes and behaviour from children, from staff and from any other adults on the premises (e.g. parents/carers collecting children).

Promoting equal opportunities:

Y-Kidz Equal Opportunities Named Coordinator (ENCO) is Julia Hodder, Head of Training & Education and Quality Assurance. The ENCO is responsible for ensuring that:

- Staff receive relevant and appropriate training
- The **Equalities policy** is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs:

Y-Kidz recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending, we will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.



Where one-to-one support is required we will endeavour to:

- Manage the provision for children with special educational needs or physical disabilities
- Be fully trained and experienced in the care and assessment of such children

All members of staff will assist in caring for children with additional needs or physical disabilities.



Y-Kidz Health and Safety Policy

Y-Kidz 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 Y-Kidz **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 care. The registered person will ensure that:

- Y-Kidz designated health and safety officer is Stephanie Bancroft
- 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 Y-Kidz team:

Y-Kidz are 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 Y-Kidz during opening hours
- All the equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (e.g. 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 Y-Kidz care during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During 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 Y-Kidz 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 Y-Kidz 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.

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.



Y-Kidz Missing Child Procedure

At Y-Kidz we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing
- Staff will conduct a thorough search of the premises and surrounding area
- After 10 minutes the police will be informed. The manager will then contact the child's parents/carers
- Staff will continue to search for the child whilst waiting for the police and parents to arrive
- We will maintain as normal a routine as possible for the rest of the children at Y-Kidz
- The staff team will liaise with the police and the child's parent/carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: 101

Social Care: 01629 533190

First Contact team: 01332 641172

Ofsted: 0300 123 1231



Y-Kidz

Risk Assessment Policy

Y-Kidz 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.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2014*, the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Whenever there is any change to equipment or resources
- When there is any change Y-Kidz premises
- When the particular needs of a child necessitates this
- If we take children on an outing

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 related 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 Y-Kidz 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.



Y-Kidz Safeguarding Children Policy

Y-Kidz is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

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

Y-Kidz Designated Safeguarding Lead (DSL) is Julia Hodder, Head of Training & Education and Quality Assurance. The DSL coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

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
- 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 incident straightaway. 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 Y-Kidz is obliged to and the incident will be logged accordingly.

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, including:

- 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 DSL.

Logging an incident:

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 Club's 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 Y-Kidz will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff:

Y-Kidz promotes awareness of child abuse and the risk of radicalisation through its staff training. We ensure 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
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this Safeguarding Children 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
- All staff receive basic training in the Prevent Duty
- Staff are familiar with the Safeguarding File which is kept in all centres
- The Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with the guidance in '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 Y-Kidz camera or designated password protected Y-Kidz mobile phone will be used to take photographs of children.

Contact numbers

Social Care: 01629 533190

Social Care out of hours contact: option to select out of hours worker- 01629 533190

First Contact team: 01332 641172

LADO (Local Authority Designated: 01332 642376

LSCB (Local Safeguarding Children Board): 01332 642351

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231



Y-Kidz Smoking, Alcohol and Drugs Policy

Smoking:

Smoking is not permitted anywhere on the premises of Y-Kidz, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes in their possession while at Y-Kidz, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

Alcohol:

Anyone who arrives at Y-Kidz clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while at Y-Kidz, we will confiscate it and notify their parent or carer at the end of the session.

Staff are asked not to bring alcohol onto the Y-Kidz premises.

Drugs:

Anyone who arrives at Y-Kidz clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while at Y-Kidz, we will inform their parent/carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

Safeguarding children:

All members of staff have a duty to inform the Y-Kidz manager and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and DSL will decide upon the appropriate course of action.

If a parent/carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police should be called.



Y Kidz
Uncollected Children Policy

Y-Kidz endeavours to ensure that all children are collected by a parent/carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call Y-Kidz to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the team will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact Y-Kidz immediately. The team will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by Y-Kidz staff.
- When the parent or carer arrives they will be reminded that they must call Y-Kidz to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of the Y-Kidz staff, on the premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the Y-Kidz premises, a note will be left on the door informing the child's parent/carer where the child has been taken (e.g. YMCA Campus or into the care of a safeguarding agency) and leave a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The Y-Kidz team will record incidents of late collection and will discuss them with the child's parents/carers. Parents/carers will be reminded that if they persistently collect their child late they may lose their place at Y-Kidz.

Useful contacts

Local Social Care team-01629 533190

These policies were adopted by: Y-Kidz	Date:4 th September 2017
To be reviewed: September 2018	Signed: G. Harrison

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Health [3.45-3.46]*

