

**Holy Trinity**  
**After School Club**

**Statement of Purpose**

Holy Trinity After School Club is currently registered to care for 73 children each day. The children are all cared for on the Mill Street site and children are transported from Cornagrade by bus/ supervised taxi.

The After School is registered with the Western Health & Social Care Trust. As a registered care provider, we are happy to accept Child Care Vouchers should they be available through your employer. We can also provide you with relevant documentation regarding child tax-credits.

The club is staffed by a team of dedicated, well qualified staff. Daily management is undertaken by Sarina Markey with overall management responsibility resting with the principal of the school and the Management Committee.

The children attending the facility have opportunities to engage in a wide range of activities and some also take the opportunity to complete part of their homework.

During the sessions the children are provided with snacks. During holiday periods the children will receive snacks but also need to bring a packed lunch.

## Aims and Objectives

At Holy Trinity After School Club we provide the best quality childcare at all times.

Aims and Objectives are supported by our policies and procedures.

Aims and objectives of the after school club are based on the following principles.

- To create a safe, caring and stimulating environment where each child can develop their social, emotional and educational potential, whilst becoming independent and physically active.
- To provide clear boundaries in terms of acceptable behaviour, develop children's moral understanding and use encouragement and praise as a reward for good behaviour.
- To build each child's self esteem together, with mutual care and respect for others.
- The individual unique child is valued at Holy Trinity After School club, each child as an individual with its own needs and personality. We strive to meet the needs of the individual child that attends our after school club and focus on each child's achievements as individuals.
- To encourage a positive attitude with respect towards racial origins, religions, differences of gender and disabilities within the after school club. We do this by practicing our Equal Opportunities Policy at all times.
- To provide support and information to parents and guardians who use our service.
- Ensuring the environment at the after school club always plays a key role in supporting the child's learning and development.
- Be a voice for the children in our care.
- To be fair and understanding at all times.

## **Admissions Policy**

It is the policy of Holy Trinity After School Club to offer places from the waiting list to parents as they become available. This will be undertaken in a fair and unbiased manner.

When a space becomes available, the first child on the waiting list will get offered that place and then next on the waiting list and so on.

When a place is offered some paperwork needs to be completed before the child begins to attend the after school club.

This paperwork includes:

- A Registration Form
- A Permission Slip
- Signed letter to show that the parents/guardians have read all policies and procedures.
- Any additional details that may be required such as information about any medications, allergies, additional needs etc.

Parents and Guardians are welcome to bring children in for a look around the setting and to ask any questions they may have before the child attends the after school club.

When all relevant paperwork is completed and all relevant information is shared a start date can be arranged for the child to begin attendance at the after school club.

We offer both full time and part time places at Holy Trinity After School Club.

## Hours of opening

Holy Trinity After school club opens daily from 2pm until 6pm.

The P1 & P2 room (named: The Smiling Suns) opens at 2pm until 6pm.  
This room is based in the mobile.

The P3 & P4 room (named Shooting Stars) opens at 2.30pm until 6pm  
This room is based in a P1 classroom.

The P5 – P7 room (named Smarties) opens at 2.45pm until 6pm.  
This room is based in the library.

## Contact Information

Managers name: Sarina Markey  
Deputy Manager: Cherith Wilson  
Deputy Manager 2: Becky Godly

Room Leader P1 & P2: Cherith Wilson  
Assistant: Donna Carters  
Assistant: Agnieszka Just

Room leader P3 & P4: Becky Godly  
Assistant: Megan Love  
Assistant: Amy Richmond

Room Leader P5 – P7: Lisa Keaveney  
Assistant: Hannah Murphy  
Assistant: Lucy Branley

Relief Staff: Catherine Deery, Karen Green, Brittany Starkey,  
Laura Irvine, Patrick Gilmurray.

The address is:  
Holy Trinity After School Club  
Mill Street  
Enniskillen  
Co Fermanagh  
BT74 6AN

We can be contacted by telephone on 07834543170

And

By email at [htkidsclub@hotmail.co.uk](mailto:htkidsclub@hotmail.co.uk)

**Routines**  
**The Smiling Suns**  
**(P1& P2) Room Timetable**

	Monday	Tuesday	Wednesday	Thursday	Friday
2.00pm- 3.00pm	P1	P1	P1	P1	P1
3.00pm- 3.30pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
3.30pm 4.30pm	Top Yard / Gym	Computer Suite	Cookery / Gym	Computer Suite	P1 Yard/ Gym
4.30pm – 6.00pm	P1	P1	P1	P1	P1

**Shooting Stars  
(P3 & P4) Room Timetable**

	Monday	Tuesday	Wednesday	Thursday	Friday
2.45pm – 3.45pm	Mobile	Mobile	Mobile	Mobile	Mobile
3.45pm - 4.15pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
4.15pm – 5.00pm	Bunny Yard / Gym	Cookery / Top Yard / Gym	Bunny Yard/ Gym	Top Yard / Gym	Bunny Yard/ Gym
5.00pm – 6.00pm	Computer Suite	Mobile	Computer Suite	Mobile	Mobile

## Smarties (P5-P7) Room Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
3.00pm – 4.15pm	Library / Bunny Yard	Library / Top Yard	Library / Top Yard	Library / Top Yard	Library / Cookery
4.15pm – 5.00pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
5.00pm – 6.00pm	Top Yard / Gym / Library	Computer Suite	Top Yard / Gym / Library	Computer Suite	Computer Suite (Movie)

## Charges and fees

The prices for Holy Trinity After- School Club  
from 1<sup>st</sup> July 2013.

2.00 - 4.00	£9.00 per day	£35.00 per week
2.00-6.00 P1/P2	£16.00 per day	£65.00 per week
3.00-6.00 P3/P7	£13.00 per day	£55.00 per week
8.30-6.00 Full Day	£23.00 per day	£95.00 per week
8.30-1.30 Half Day 1.00-6.00 (Any 5 Hours)	£17.00 per day	£70.00 per week
Hourly rate	£6.00 per hour	

### Family rate

A family reduction of 20%, were two children are attending for a minimum of 3 days.

25% reduction for families with three or more children.

As a registered childcare provider we are happy to accept Childcare Vouchers should they be available through your employers.

There will be a charge for all full time spaces even if for any reason the child/children do not attend.

All children attending must book in advance. There will be a charge if your child is booked and fails to attend.



## **The Role of Parents in the After School Club**

In Holy Trinity After School Club we do not ask parents to participate as volunteers.

Parents are welcome to enquire about joining the committee for after school club.

Parents are kept up to date about everything that happens within the after school club. Room leaders pass on all relevant information and letters will go out to parents on a regular basis, informing of any changes or information they may need.

Newsletters are handed out each month to inform parents of what the children have been doing at after school club and what is also planned for the next month.

Parents can seek any further information or access to any information kept about their child by speaking to the manager (Sarina) in the office.

# Child Protection Policy

All staff members are expected to be familiar with the Child Protection Policy, including procedures of reporting concerns to the Leader/Manager/Principal or Designated Team members who immediately act on it in accordance with our Procedures for reporting child abuse. All incidents to be reported to the designated child protection officer Mr Reihill immediately or as soon as possible, unless he/she is indicated as being involved.

## INTRODUCTION

The Management Committee and staff take account of the Requirements of Children (NI) Order 1995, Regulations and Guidance Volume 6 entitled “Co-operating to Protect Children” and the Education and Libraries (Northern Ireland) Order 2003.

- The welfare of the child is paramount.
- There is a commitment to the protection, support and safeguarding of children from harm, abuse or risk of abuse.
- It is our desire to ensure the child is happy, secure and respected at all times.
- Everyone has a need to be loved and has the need to give love.
- We recognise the sacredness and wholeness of the child.

## Child Abuse

Abuse takes a number of forms.

**Neglect:** the persistent or severe neglect of a child by exposure to any kind of danger or persistent failure to carry out important aspects of care which results in impairment to the child’s health or development.

**Physical Abuse:** physical injury deliberately inflicted or knowingly not prevented.

**Sexual Abuse:** the involvement of children in sexual activities, which violate the social taboos of family roles and/or are for another person’s sexual gratification (adult or another young person). Exposure to pornography is included.

**Emotional Abuse:** persistent, emotional ill-treatment or rejection which has an adverse effect on the behaviour and emotional development of the child.

### **IMPORTANT – Procedures for reporting suspected/disclosed child abuse.**

If there are concerns that the child may be at risk, we are obliged to make a referral.

The designated team member may seek clarification or advice by consulting the Senior Social Worker, before a referral is made. A decision to refer a case to Social Services will be made with thoughtful consideration and on appropriate advice.

**The safety of the child is our first priority.**

Where there are concerns about possible abuse, the designated staff member, in discussion with the Principal/Vice Principal will inform social services

(This will be done by telephone initially and followed up with a written referral, if appropriate, in an envelope marked: CONFIDENTIAL – CHILD PROTECTION)

**Arrangements for reporting abuse in the setting are:**

Staff must be alert and vigilant to signs, which may or may not indicate abuse. If there are concerns/or a child makes a disclosure, the member of staff must act promptly.

Child protection is everybody's business - information must be shared in the interest of child's welfare - the right to confidentiality must be respected and information passed through the proper channels.

***If concerns arise the staff member should speak to the Designated/Deputy Designated Person for Child Protection - who immediately act on it.***

*Procedures for Reporting an Incident of Child Abuse.*

The matter will be brought to the attention of the Principal, if appropriate, as a matter of urgency. A course of action will be begun.

A **record of factual information** available must be kept by the adult concerned:

- What is observed
- When it is observed
- What the child said

**(It is not the responsibility of the setting to undertake investigations or enquiries - this is the job of Social Services/Police)**

REMINDER

The staff member should inform a member or members of the designated team for child protection when abuse is suspected from within or outside the school.

## **RESPONSIBILITY FOR REFERRAL**

The Leader/Manager (or member of the designated team for child protection) when appropriate, must assume responsibility and must report it to the

Designated Child Protection Officer Mr Reihill 02866324959

Social Services Gateway Team (02871314090) or the

PSNI (08456008000) or the

Early Years Team (02866344009) or the

Out of Hours Regional Social Work Number (02895049999)

## **INFORMATION**

Relevant information will be kept in school confidential file - marked **Child Protection Pupils' File**

## **DEALING WITH SUSPECTED OR POTENTIAL ABUSE**

- During the traumatic time for the child he/she should be treated as normally as is possible.
- Tactfully and sympathetically, he/she should be told that he/she could speak to a trusted adult within the school.
- Opportunities should be sought to allow the child to speak if he/she so wishes.

## **COMPLAINT AGAINST STAFF**

If a complaint about possible child abuse is made against a member of staff, the Leader/Manager and Principal must be informed immediately. Where appropriate the Chairman of the Management Committee will be informed and the matter will be referred to Social Services. An urgent meeting will be held to determine how the situation should be dealt with pending an investigation of the complaint.

Complaints about the Leader/Manager should be referred to the Principal. If a complaint is made against the Principal, the Designated Team Member –Sarina Markey or Cherith Wilson, should be informed and they will inform the Chairman of the Management Committee, Canon O'Reilly. The Chairman may be contacted directly by the individual making the complaint.

Where the matter is referred to Social Services, the member of staff may be removed from duties involving direct contact with children, and may be suspended from duty as a precautionary measure pending investigation by Social Services. The Chairman of the Management Committee will be informed immediately.

# Code of Conduct for Staff and Volunteers

## Vetting of Staff

All staff are vetted through the Trust's vetting procedures and cannot take up post until approval has been received in writing from the Trust.

## Private meetings with Children

All adults should be aware of the dangers, which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open. Most rooms have visual access – make sure this is not covered at any time.

When such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entrance to the room.

Where possible, another pupil or (preferable) another adult should be present or nearby during the interview, and the school will take active measures to facilitate this.

## Physical contact with Children

As a general principle, staff are advised not to make unnecessary physical contact with children.

It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

- Sit beside and comfort.
- Staff should never touch a pupil who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the pupil, or others from harm.
- Physical punishment is illegal in any form as a response to misbehaviour.
- Minimum restraint is used only to ensure safety of child or other children.
- Any physical contact, which would be likely to be misinterpreted, by the pupil, parent or other casual observer should be avoided.
- Staff who have to administer First Aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.

- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted to the Manager/Principal.

## Relationships and Attitudes

Staff should ensure that their relationship with children are appropriate to the age, maturity and sex of the children, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.

## Conclusion

It would be impossible and inappropriate to lay down hard and fast rules to cover all circumstances in which staff interrelate with children, or where opportunities for their conduct to be misconstrued might occur. In all circumstances, employees' professional judgement will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been their practice. If employees have any doubts about how they should act in particular circumstances, they should consult their line manager.

If any member of staff feels unsure about what to do if he/she has concerns about a pupil, or unsure about being able to recognise the signs or symptoms of possible abuse, he/she should speak to the designated staff team member.

It should be noted that information given to members of staff about possible child abuse **cannot** be held “**in confidence**”. In the interests of the pupil, staff may need to share this information with other professionals. However, only those who need to know will be told.

## Staff Development

All staff are made aware of Policy and Procedures in the school and get training refreshed every 3 years. This training looks at forms of abuse, signs and symptoms, procedures, explanation about what then occurs, effects of abuse for learning and stressing the paramouncy for the child.

## Evaluation/Monitoring

Designated Team will review policy and procedures regularly. The Designated member will report to the Board of Management annually. Policy to be reviewed /signed off bi-annually by Board of Management.

**Procedure where a Parent/Guardian has Concerns Regarding a Child in the Afterschool**

I have a concern about my/another child's safety



I can talk to the Room Leader



If I am still concerned, I can talk to the Designated Member of staff for Child Protection:

Mr Reihill



If I am still concerned, I can talk to the Principal, Brian Treacy



If I am still concerned, I can talk/write to the Chairman of the Management Committee, Canon Peter O'Reilly .



At any time, I can talk to Social Services Gateway Team, Telephone: 028 71314090 or The Regional Emergency Social Work Service 02895049999 or the PSNI, Telephone: 0845 600 8000

## **Behaviour & Anti - bullying policy**

Holy Trinity After School Club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. The aims of our Behaviour Management Policy are to help children to

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents/carers and one another with friendliness, care and courtesy. We familiarise new staff and volunteers and parents/carers with the Club's behaviour management policy and its guidelines for behaviour. Behaviour Management Strategies The Club, the Manager and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the Club will be structured around the following principles:

- Staff and children will work together to establish a clear set of 'ground rules' governing all behaviour in the Club. These will be periodically reviewed so that new children have a say in how the rules of the Club operate. They will be clearly displayed in the Club.



- The Club's 'ground rules' will apply equally to all children and staff.
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternatives. Staff will be open in stating and explaining non-negotiable issues.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
- Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will avoid shouting at work.
- Staff will facilitate regular and open discussions with children about their behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.

- Activities will be varied and well planned so that children are not easily bored or distracted.

### Dealing with Negative Behaviour

We require all staff, volunteers and students to use positive strategies for handling any negative behaviour, by helping children find solutions in ways, which are appropriate for the children's ages and stages of development. When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'Disruptive' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incidence of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and for other people. Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity. We avoid creating situations in which children receive adult attention only in return for negative behaviour. In the event that unacceptable behaviour persists,

more serious actions may have to be taken. At all times, children will have, explained to them the potential consequences of their actions.

### The Use of Physical Interventions

We never use physical punishment or the threat of it. Staff will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property. Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop. A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child or children. Only the minimum force necessary to prevent injury or damage should be applied, for example, by diverting a child or children by leading them away by a hand or by an arm around their shoulders. Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property. As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control. The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved. If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Manager or. Where a member of staff has had to intervene physically to restrain a child, the Manager will be notified and the incident recorded in the Incident Record Book. The incident will be discussed with the parent/carer on the day it occurs. If a staff member commits any act of violence or abuse towards a child at the Club, disciplinary action will be implemented, according to the provisions of the

disciplinary procedures within the Staffing Policy. We will also have regard to our Child Protection Policy.

## Parental Complaints, Comments Policy

At Holy Trinity After School Club we are committed to listening to the views of others about our service. We will use this information, wherever possible, to help maintain and improve our After School Club. We encourage and we welcome all comments and views, both positive and negative.

This policy is designed to establish a clear mechanism for resolution of complaints which can be verbal or written. For our comment/complaints policy, please see below.

### **INFORMAL - STAGE 1**

Comment / Complaint made to a member of staff (verbally). The matter will be reported to the line manager. Keep Records.

Discuss the issues. Implement any agreements. No further action.

### **INFORMAL STAGE 2**

Comment / Complaint made to manager'/Principal (verbally). Schedule meeting. Discuss the issues. Implement any agreements. Keep Records. No further action.

### **FORMAL STAGE 3**

Formal signed written comments / complaints made to principal.

Acknowledge receipt (within 10 days).

Investigate the complaint.

Implement any agreements / changes.

Confirm outcomes in writing (within 20 days).

No further action.

### **FORMAL STAGE 4**

Formal written comments / complaints made to Chairperson of Sub-Committee.

Acknowledge Receipt (Within 10 working days).

Investigate the issues / meet with complainant.

Implement any agreements / changes.

Confirm outcomes in writing (within 25 working days).

No further action.

### **APPEALS PROCESS**

Written request to have case heard by full Board of Management.

Acknowledge Receipt. (10 working days).

Meet with complainant. (30 working days).

Consider the issues.

Implement any agreements / changes.

Confirm outcomes in writing (by the 40th working day).

*All complaints which reach Stage 3 will be reported to the Management Committee.*

*Where complaints are dealt with at a lower stage these will only be discussed by the Management Committee where they require changes to our current policies/procedures.*

## Activities

In Holy Trinity After School Club we provide a wide range of activities, whilst also promoting children's choice. Activities include:

- Free Play
- Table Top Activities
- Role Play
- Messy Play
- Arts and Crafts
- Physical Play
- Outdoor Play
- Singing and Dancing
- Story Time
- Sports and Games
- Cookery
- Gardening
- Science Experiments
- Themes focusing on special occasions

The children enjoy the wide range of activities provided and the children are also encouraged to give ideas on things that they would like to do.

We have a large range of resources available including:

- Outdoor play areas and toys for outdoor
- A variety of age appropriate toys in each room to allow children to have free play opportunities. We also use real objects such as real tea sets that staff bring in from home so that children have a chance to experience play using realistic objects.
- Gardening equipment
- Cookery equipment
- Board Games
- Gym equipment for indoor physical play and games.
- Computer suite
- A large range of arts and crafts supplies
- Story books
- Music equipment and age appropriate music to dance and sing along with

## **Additional Needs Policy**

Places for children with Additional Needs are available, provided that the After school has the resources for the children and that we can also provide for the efficient care of the other children.

Parents/guardians are advised to inform the Room Leader if their child has special needs or is receiving help, e.g. Speech Therapy, Occupational Therapy or has been assessed by the Psychology Service. Information shared will be taken into account of when meeting the needs of this child.

If there are any particular problems concerning a child, parents are encouraged to contact the child's Room Leader.

Sometimes we may feel that a child may have a problem which requires expert help. In this instance we will consult with the parent/guardian before making a referral.

Where appropriate, staff will consult with school staff, including the SENCO to seek advice on how best to meet the needs of the child.

Deployment of staff

# **Holy Trinity Kids Club**

## **Proposed Leadership and Management Structure**

**Mr Treacy**  
Principal

**Mr Reihill**  
Vice principal  
Designated Child Protection Officer

**Sarina Markey**  
Manager of Holy Trinity Kids Club

**Cherith Wilson / Becky Godly / Lisa Keaveney**  
Leaders in Holy Trinity Kids Club

**Donna Carters / Megan Love / Agnieszka Just /**  
**Hannah Murphy / Amy Richmond / Lucy Branley /**  
**Brittany Starkey / Laura Irvine / Patrick Gilmurray /**  
**Catherine Deery / Karen Green**  
Assistants in Holy Trinity Kids Club



## **The Role of the Western Health and Social Care Trust**

Early Years Teams are specialist teams of social workers within Health and Social Care (HSC) Trusts who are responsible for the registration, inspection, monitoring and support of childminders and day care providers.

### ***Registration and inspection system***

By law, Social Services must operate a registration and inspection system for the following types of childcare services

- day nurseries
- playgroups
- out-of-school care
- childminders
- summer and holiday schemes
- crèches

For group daycare settings, such as day nurseries, playgroups and out-of-school care, social workers within Early Years Teams inspect premises at least annually.

They will check:

- the suitability of the premises, ensuring that they are safe to be used as a facility to provide care to children
- the suitability of the persons providing care, ensuring that there is no known reason why they are not able to work with children
- that the standard of care offered is in keeping with that which is required by any registered facility
- the suitability of equipment

### ***Help for parents***

Early Years Teams can help parents by:

- providing information and advice on day care services in their area
- making available annual inspection reports of daycare facilities and childminders
- ensuring that standards in daycare settings are at an acceptable level

For more information, contact the Early Years team in your local Health & Social Care Trust. (02866344000)

## Confidentiality & Access to Records

The After School respect the rights of all staff, children and parents to have their information treated with confidence and to be shared only with others where appropriate and with their agreement.

However, in the case of information relating to Child Protection the staff/ Management have an obligation to share any concerns with the relevant services.

### **Staff will follow the following procedures:**

- All registration forms/ records on children attending the After School will be kept in a secure place. Records of a general nature will be destroyed after the child leaves the service or where the records are updated. Some records will be passed on, with the agreement of the parents. For example, information on children in the Preschool will be passed to the primary school.
- Information relating to accidents/incidents will be retained until the child's 21st birthday.
- Incidents relating to staff complaints will be held until they are no longer employed. At that time a decision will be taken regarding the retention/disposal of the information.
- All records relating to staff, including absence will be retained confidentially and shared only with their permission and will be destroyed following their leaving the post.
- Staff are expected to maintain confidentiality at all times and should not discuss any matter relating to the After School outside of work.

Parents have a right to any information retained regarding their children and staff will make the records available as soon as it is convenient/practical to do so. Request for access to records should be dealt with by the Manager/Principal.

# Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the [Data Protection Act 1998](#)
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that all staff are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organization, is dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organization

## **Policy on the Management of Records**

Holy Trinity Afterschool retain a number of records which relate to children attending the service, data regarding parental contacts etc and staff records.

At all times we ensure that the records which are maintained are designed to meet the needs of the service provided and are maintained only for the purpose for which they are created. An indication of the type of records maintained is as follows:

Parents: Data is held regarding addresses/ telephone contacts, payments owed/made for the service, permissions provided information of a child protection nature.

Children: Data is held regarding educational progress, special needs/ specific requirements, medical information, attendance etc.

Staff: Data is held regarding recruitment, vetting, attendance, salaries, disciplinary matters etc.

All of this information is maintained securely, with the level of access to the information varying; with some information available to all staff and some specific to the Leader/Manager/Principal/ Management Committee.

The information is maintained in a manner which provides access as required. Information is only retained for as long as is necessary. All records relating to the child are available for the parents to access at reasonable notice.

### **Parents**

Records will be used as a baseline for discussion with parents about their child's progress and to support the parents with strategies to help their child's development if appropriate