

INTRODUCTION

The Government is committed to promoting the welfare and development of all our young children. All child focussed groups should provide a secure and safe environment for children where parents can be reassured that their children are being well looked after. Quality provision is paramount if children's social development and learning opportunities are to be enhanced.

The Children's Act 1989 requires that certain standards are met in order to provide a high standard of care in all settings. In addition to these standards the setting should conform to the requirements covering health and safety, fire prevention and food hygiene.

The Benefice of Canton's Sunday Schools and Club have committed to ensuring that the following standards are maintained by all who work with children in the parish. They are based on recommendations from the following: National Standards for Childcare (DfES 2003)

1. SUITABLE PERSON

Adults providing care, looking after children or having unsupervised access to them are suitable to do so.

- The lead person will comply with all conditions of registration, including any which require him/her to submit to a vetting procedure whereby information supplied is verified with the relevant sources. The vetting procedure, which includes DBS checks, will determine the suitability of those caring for, or having regular contact with children. If the lead person fails to comply with such a condition this should be taken into account in determining his/her suitability.
- The lead person and helpers have not been convicted of an offence or been subject of an order which disqualifies them from working with children as outlined in schedule 9 of the Children's Act 1989. If a disqualification is time limited, and the time has expired, regard will be given to all circumstances of the order or offence. Factors will include the date of the offence, the type of offence or order, the degree of culpability of the person and the person's involvement with children since the offence or order.
- The lead person will ensure that any person who has not been vetted is never left alone with children.

- The lead person should have at least 2 year's experience of working in a formal setting with children.
- All adults will complete the Church in Wales application for working with children and young people. References will be sought.
- All helpers will be both mentally and physically able to care for children.
- All helpers will have the appropriate experience, skills and ability to perform their role.



2. ORGANISATION

The lead person meets required adult:child ratios, ensures that training requirements are met and organises space and resources to meet the children's needs effectively.

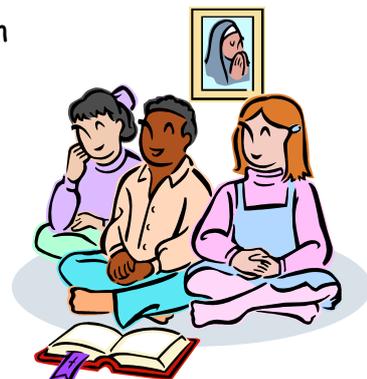
- The lead person demonstrates that helpers are deployed effectively within the premises to ensure the safety, welfare and development of children.
- There is a named deputy who can take charge in the absence of the lead person.
- Children will be placed in a core group according to age. Groups will not exceed 26 children. Movement of children and helpers between groups during the session may be encouraged if it will provide a richer experience for the children.
- The lead person develops and reviews an operational plan with the rector which is made available to the PCC and to parents. The aim of this plan is to allow the lead person flexibility in organising the provision according to available resources. It will outline how helpers will be deployed, how and what activities will be provided and how training needs of helpers will be addressed.
- The lead person will ensure that all helpers have induction training which includes health and safety and child protection policy and procedures.

- All helpers under 17 years old will not be included in the adult: child ratio.
- The lead person will ensure that details of helpers containing names, addresses and training information, are held.
- The minimum adult:child ratio will be 1:8 children aged 3 - 7; 1:10 children over 7.
- There will be a minimum of 2 adults on duty.
- The lead person will ensure that suitable contingency arrangements are in place to cover emergencies and unexpected adult absences.
- There will be a system for registering children on a sessional basis. The name, address, DOB and telephone number of each child on the premises will be recorded.

3. CARE, LEARNING AND PLAY

The lead person meets children's individual needs and promotes their welfare. Activities and play opportunities are provided to develop children's spiritual, emotional, physical, social and intellectual capabilities.

- The lead person and helpers will encourage children to be confident, independent and to develop their self esteem.
- The lead person will provide activities, play opportunities and first hand experiences to allow children to build on their natural curiosity as learners.
- The lead person will ensure that all helpers show children how to know what is right and wrong.
- The lead person will encourage the building of positive relationships with children and their parents to facilitate a good understanding of individual needs.
- All adults will listen to and value what children say; they will talk with them about what they are doing and have high expectations of what they can achieve.
- The lead person will observe what the children do and use this to inform future planning for Sunday School.
- The lead person will organise resources so that they are readily accessible to children and helpers.
- The lead person will provide an opportunity to be active and a time for reflection.



4. PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. It provides adequate space in an appropriate location, is welcoming to children and offers access to the necessary facilities for a range of activities which promote their development.

- The premises will be welcoming and friendly to children and parents.
- The premises are clean, well lit, adequately ventilated and maintained in a state of suitable repair and decoration.
- The premises will be for the sole use of Sunday School during the hours of operation.
- There is access to a telephone on the premises.
- Rooms will be maintained at an adequate temperature.
- There is adequate storage space for equipment.
- The minimum space per child will be 2.3 sq mtrs for 3 - 7 year olds. Provision will ensure that appropriate furniture be available. Separate areas are identified for different activities, including a quiet area where children can go to work undisturbed.
- Outdoor space is safe, secure and well maintained.
- There will be 1 toilet and 1 hand basin with hot and cold water available for every 10 children.
- Any food preparation will conform to health and safety regulations, in an area that is adequately equipped. Children will not have access to this area unless it is a supervised activity.



5. EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

- The lead person will ensure that sufficient and suitable materials are available to provide stimulating activities for the children in all areas of development and learning. These will be age and special needs appropriate.

- Furniture and equipment on the premises will be in good repair and conform to BS EN safety standards (Toys Safety Regulations 2005) where applicable. If using public playgrounds the lead person will ensure that faulty equipment is avoided.
- There will be sufficient numbers of child sized chairs and tables to allow flexible arrangements for groupings during activities.



6. SAFETY

The lead person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

- The lead person will take reasonable steps to ensure that the hazards to children on the premises are minimised and comply with health and safety regulations. Helpers are to be trained to have an understanding of H&S requirements for the setting.
- The lead person will conduct a risk assessment, with the H&S officer, of the premises and this will be reviewed if there is significant change. An action plan with timescales will identify action to be taken.
- Gas, electricity and other appliances conform to safety requirements and do not pose a hazard to children.
- The premises are secure and children will not be able to leave unsupervised. The lead person will have an effective system for managing access to the premises.
- Children will be supervised at all times. In the event of child being lost or not collected there will be a clearly defined procedure to follow.
- Children will be given access to outside with adequate supervision and protection from hazards.
- Drains, ponds and natural water will be made safe or inaccessible to children.
- Hazardous indoor and outdoor plants will be made inaccessible to children.
- There is a clearly defined procedure for emergency evacuation of the building. The rector will comply with recommendations made by the Fire Safety Officer and a fire log book will be kept.
- Fire doors will not be obstructed and fire exits clearly identifiable and easily opened from inside.

- Adequate fire detection and control equipment are readily available.
- There will be operational procedures for the safe conduct of any outings. Records will detail transport arrangements and insurance cover.
- There is public liability insurance for the provision.

7. HEALTH

The lead person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

- The premises and equipment are clean.
- The lead person will ensure that helpers are informed and aware of the importance of good hygiene practice.
- Children will be encouraged to learn about personal hygiene.
- Sand will be clean - only play sand will be used.
- Medicine will not be administered by helpers except for asthma inhalers which will be clearly labelled with the child's name.
- Written permission will be obtained for use of inhalers and a record kept of administration.
- The policy will be reviewed in the event of a child requiring specific life saving medicine e.g. epipen.
- There is a First Aid box on the premises and the contents checked frequently. This will be kept out of the reach of children.
- At least 1 adult in the setting will be emergency first aid trained for children.
- Written permission will be sought for the administration of emergency first aid.
- A record will be maintained of any accidents.
- There will be a policy for the exclusion of sick children which is shared with parents. This will include procedures for contacting parents if a child becomes ill during the session.
- There is a No Smoking Policy.



8. FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

- Fresh drinking water will be available at all times.
- If snacks and drinks are to be provided the lead person will request information about special dietary requirements or food allergies a child may have. Where these exist the lead person will make a record of the information and ensure all adults are aware.

9. EQUAL OPPORTUNITIES

The lead person and helpers will actively promote equality of opportunity and inclusion for all

- The lead person has an equal opportunities policy which is consistent with current legislation. All understand and implement this policy.
- All children and adults are treated equally. Equal access to training, admission and resources will be promoted.
- Parents will be encouraged to share appropriate information regarding their child.

10. SPECIAL NEEDS

The lead person is aware that some children may have special needs and is proactive in ensuring that appropriate action can be taken when such a child is identified in the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents.

- The lead person has regard to the Code of Practice (2001) for the identification of special educational needs.
- The setting will have a written statement about special needs which is consistent with current legislation and guidance.
- Children with special needs will be welcomed and appropriate care given.
- The physical environment is suitable for children with special needs.

- Children with special needs will have access to all facilities, activities and play opportunities in order to promote their welfare and development.
- The lead person will consult with parents about any specific care required.

11. BEHAVIOUR

Adults caring for children in the setting are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

- The lead person will produce a statement on behaviour management, including anti - bullying, which will be fully understood by children, parents and helpers.
- The lead person will create an environment that encourages good behaviour.
- Adult handling of behaviour will be consistent and appropriate.
- Physical punishments, or threats of them, will not be used.
- Adults will not use any form of physical intervention, except that outlined in the restraint policy, and only then by adults who have undertaken restraint training. All incidents will be recorded and parents informed.

12. WORKING IN PARTNERSHIP

The lead person and helpers work with parents to meet the needs of the children. Information is shared.

- Basic written information about the setting is distributed e.g. times, helpers, routines
- Details of policies and procedures will be made available to parents
- A complaints procedure will be available to parents
- Information about activities will be shared.
- Helpers will be given full information and guidance on their roles and responsibilities
- There will be a system in place for the sharing of information. Parents' views will be respected and concerns will be addressed promptly.
- Adults will be aware of the need for confidentiality.
- Children's work will be shared with parents and adults in church.
- Children will only be released to individuals named by parents.

- If a child should be identified as a child in need (children's Act 1989 section 17) the lead person, with the parent's permission, will give appropriate information to the referring agency.

13. CHILD PROTECTION

The lead person complies with the All Wales Child Protection/ Safeguarding procedures approved by the Church in Wales and ensures that all adults helping in the provision are able to put the procedures into practice.

- The protection of the child is paramount.
- There will be a written policy and procedure for the reporting of any suspected child abuse or neglect.
- The lead person will liaise with the Diocesan Safeguarding Officer.
- All helpers will be trained in Child protection procedures and will be able to implement these in the absence of the lead person.
- All concerns will be treated with confidentiality.
- All helpers will recognise possible signs and symptoms of a child at risk.

14. DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children, are maintained.



- The rector is informed of the following at the earliest opportunity:
 - Any significant changes to the operational plan
 - Any allegation of abuse by an adult or any abuse alleged to have taken place on the premises
 - Any other significant event

