



STICKY PAWS

Part of YMCA CHELMSFORD



Our Policies & Procedures- 2019



Admissions to Nursery

Sticky Paws will admit children aged 3 months to 5 years on a full time or part time basis. The Nursery does not have a catchment area and will accept children from any area if a placement is available.

Following a viewing you will be requested to submit the registration forms. Please see the prospectus for details of the required registration and deposit fees which will need to be paid before securing a space in the Nursery.

Prior to admission to the Nursery, the Unit Manager will call to arrange the pre-visits with you.

All parents agree to abide by the written admission policy as found in the prospectus when they sign the registration document.

Admissions to Out of School Clubs (OOSC)

Sticky Paws Out of School Clubs will admit children age 4 to 11 years inclusive.

The OOSC will accept children on a weekly or daily basis from the school catchment area only.

Following a viewing you are/will be requested to submit the registration forms. Please see the prospectus for details of the required registration and deposit fees which will need to be paid before securing a space in the OOSC.

All parents/carers agree to abide by the Terms and Conditions as found in the prospectus when they sign the registration document.

Partnerships with parents

It is important to recognise the importance of the settling in period for both you and your child. You are encouraged to play a full part in this transition as it is often more painful/difficult for you than your child. A period of adjustment is needed when you start to share your child's care and we are aware of this, and work closely with you to share the child's day and experiences.

The bond between new parents, children and Sticky Paws begins at the viewing and is reinforced via the pre-visits. For full details regarding the pre-visits, please refer to the written policy for Admissions within this booklet.

Information is shared within the all rooms via notice boards and daily sheets.

As well as these methods verbal communication is paramount, and parents are always welcome to discuss their child's day and progress with the staff within the child's unit.

During the year we aim to hold an informal parents evening, this is an opportunity for you to experience activities that your child participates in whilst at nursery, a time for you to talk to staff in a quiet relaxed atmosphere and to look at your child's development records. Parents are able to request to see their child's records at any time.



Bringing and collecting children to the nursery

We ask that if a child is going to arrive at the Nursery after 9.30am that the Nursery is advised so that lunch can be ordered. Children must be picked up no later than agreed end time of their session, unless they have gained consent from the Room Manager or Deputy Childcare Manager.

The Nursery & OOSC closes at 6pm. If a child is collected after this time, the register should be marked appropriately, and the parent/carer should sign the register.

A charge of £10.00 per 15 minutes is made if a child is collected late. This will be charged 5 minutes from the agreed end time of your session.

All parents must provide photographs of persons authorised by them on the registration forms to collect their child. Full details of authorised persons must be stated on the registration form.

If an unauthorised person is to collect, then a written letter from the parents/carer is required along with a full description (preferably a photo) and a password.

If you require change in collector, you must call and notify us as soon as possible. Staff must take full name and a description and a password for the alternative collector.

For Safeguarding reasons, we MUST call back to check that it actually was the parent/carer we were discussing alternative collection with.

No child will be allowed to leave with an unauthorised person. The parents/cares will be telephoned for confirmation and until that is received the child will not be allowed to leave.

In some situations where a family is undergoing marital problems or are no longer one family unit, there may be specific requests and authorisations. We cannot withhold a child from any parent unless we have seen a copy of any court order appropriate to the child. However, if a request has come from a parent, we endeavour to get in touch with the parent concerned to allow them to make a decision.

Bringing and collecting children to OOSC

When a booking is made for Out of School Clubs, parents/carers will be asked to notify the school that Sticky Paws will be dropping off or collecting your child. If a child will not be attending the Out of School Club parents/carers must ring Sticky Paws to inform them that their child does not need to be collected. If a child is not at school and Sticky Paws has not been advised that they won't be in club either staff will in the first instance speak to the school to check if the child attended that day and then make every effort to contact the parents/carers to confirm the child does not need collecting.

Staff and children must wear a high visibility jacket when walking to and from schools.

All children **MUST** be dropped off at the door to each club without question, if this does not happen this may put the child's space at risk.



ALL COLLECTORS MUST BE AGED 16 OR OVER– Proof MUST be obtained if in doubt.

Late collection

If you are going to arrive late to collect your child, you **MUST** contact staff as soon as you are aware you will be late. If you have alternative collectors on your form you must try your best to see if they can collect in your absence. (following all other policies)

In the event of your child having not been collected within 5 minutes of the end of their session staff will issue you with a late mark. You will be asked to complete and sign a late form.

Should there be 3 periods or more of lateness within a 6-month period your child's space maybe terminated with immediate effect.

The late periods are from April to September and October to March each year.

If you are late because of a situation outside your control like train strikes or traffic jams that then affect multiple people you will not be charged, and it will not count as part of the lateness procedure.

Non-collection of a child

In the event of a child having not been collected by 6pm and having no call by the parents/carers to inform us that they are going to be late, this procedure will be followed.

The Suitable Person on duty will endeavour to contact all persons listed on the registration form as collectors /emergency contacts after 15 minutes of the nursery closing.

If none of these persons on all of the numbers given to us can be contacted, we will then contact Chelmsford police station after 30 minutes of the nursery/OOSC closing to find out if there have been any accidents involving any of these people.

Staff will explain the situation and seek advice and seek advice from the Police.



Written Policy for Safeguarding children

It is our responsibility to maintain the welfare of all children in our care. All our staff are trained to follow Essex County Council's Safeguarding procedures and have an enhanced Criminal Records Bureau check prior to appointment.

If abuse or non-accidental injury is suspected:

- A written record of concerns is made
- Concerns are shared with the Safeguarding Officers
- Concerns are reported to Social Services if necessary to do so.

All staff have read and understand their role in implementing the Safeguarding policy and their role within that policy.

For the full procedure please read the YMCA Essex Safeguarding policy which is in every unit.

The YMCA Essex is under obligation to report to Social Services any incident where they consider a child has been abused, neglected or is at risk. This may be done without the parents or guardian.

Safeguarding Officers: Stacey Murphy, Childcare Manager



Equal Opportunities Statement and English as an additional language

All children/staff/students and parents/carers must be treated with equal concern and in doing so respect each child's religious persuasions and meet each child's specific needs with regard to their ethnic origin, cultural and linguistic background, gender or ability. All children are valued as individuals whilst ensuring each child has equal opportunities.

We will help the children to learn about themselves as well as other cultures and aim to develop their respect and tolerance for the ethnicity. (Ethnicity is defined as relating to groups of people sharing a common and /or distinctive racial, national linguistic or cultural heritage.) Positive relationships between the children are encouraged.

Boys and girls are treated equally and given equal access to all activities and appropriate responsibility.

Sticky Paws believes that all of our children are equally important as one another, so being the speaker of more than one language is no disadvantage to their educational achievements in fact being able to speak and understand more than one language (Multilingualism) is associated with success.

The EYFS is the guidance we as Practitioners follow and this document states that all children are to access certain areas of learning and thereby to acquire the knowledge, the understanding, the skills and attitudes that are necessary not only for their self - fulfilment, but also for their development as responsible citizens. We seek to honour this entitlement through the opportunities and educational content that is offered in our setting.

The aim of this policy is therefore to help and support all children to ensure that we meet all the needs of those children who are learning English as an additional language.

This is in line with the requirements of the Race Relations Act 1976 and the Equal opportunities act 2010

Equality Needs Coordinator: Hazel Chester



Special Educational Needs

All children, regardless of their ability, gender, or any other governing factor, have the right to quality childcare which develops their skills in all areas of the curriculum. No child will be restricted in his/her play through lack of provision.

A child is deemed to have special educational needs if he or she has an additional need which calls for special educational provision to be made for him or her. This does not include children who have a main language other than English or Welsh.

All staff should be aware of the development of the children in their care and special needs should be noted through observations and record keeping.

If a member of staff has a concern about any child, the concern will be taken to the SENCO (Special Educational Needs Coordinator) who will assess the child and deal with the situation appropriately.

Parents/carers will be involved from the onset of concern and full support will be provided for them in investigating the child's needs further.

Written permission must be given by parents/carers before we can seek advice from other agencies.

Detailed records and observations will be made so that Education Healthcare Plan (**EHCP**) can be devised.

In service training and professional development of staff to help them work effectively with children with special needs are of great importance and should be assessed on a regular basis.

Close contact with Health Visitors, Social Services, the local LEA if appropriate and other relevant bodies should be maintained, particularly by the person designated to have specific responsibility for Special Needs in the Nursery.

Special Educational Needs Coordinator: Georgina Rudd



A record of all accidents together with any treatment given must be recorded in the accident book and dated and signed by the staff member who witnessed the accident, a senior member of staff and the parent/carer.

If First Aid is administered, this must be recorded and signed by qualified First Aider who gives treatment. We will always check the child's medical records.

If the child is in need of medical assistance, the First Aider in conjunction with the Unit Manager and/or Childcare Manager assess the situation. If medical attention is necessary, an ambulance should be called straight away, and parents informed clearly and calmly. A member of staff is to accompany the child and stay with them until the parent/carer arrives. If the child can wait to be collected to be taken to the doctor/hospital, a member of staff should stay with the child at all times whilst the Senior Staff member contacts the parents.

Permission to seek necessary emergency medical advice or treatment is given within the registration form - parents/carers need to have signed this form. Always take forms to doctors/hospital as well as the child's belongings.

The Deputy Childcare Manager or The Childcare Manager will be informed if a child requires medical attention.



We aim to help children learn to distinguish right from wrong by reassuring them that strong feelings are acceptable, especially when children do not have the language to express how they feel. We set fair and consistent boundaries, appropriate to each child's level of understanding, to help them become aware of the effect of what they do and say on others and help them to respect the feelings of others by setting a good example and showing them how to respect and cooperate with other We plan activities that help children learn about right and wrong.

For example, stories and role play.

When talking about behaviour, we remember that young children in the Nursery are still very egocentric and that much of what society deems desirable e.g. politeness, honesty, consideration for others - has still to be learned.

Unwanted behaviour almost always occurs when children are bored or frustrated; therefore, it is important for us as carers to consider what their needs are and how we can best meet them. Every child is treated and respected equally.

Children are always given praise and encouragement. This is used in all areas of the Nursery and children are praised for trying not achieving.

Unwanted or challenging behaviour is dealt with in a positive manner. In the first instance we advise the child of the correct behaviour E.g. "inside voices", "walking, thank you" and use proximity praise for a child who is acting appropriately so that the child observes the acceptable behaviour and can model it. If the child does not stop and the inappropriate behaviour continues, he/she will be removed from the activity; the reason explained and plays redirected. If the child continues to display unwanted behaviour, he/she will be removed from the Nursery area to a quiet place and a member of staff will talk to the child about why they have behaved in this manner.

The child learns to understand that they receive attention and praise for positive behaviour so that unwanted or challenging behaviour is not encouraged or reinforced.

The child is taught to understand that it is not wrong to express their feelings but that there are ways to do this that are acceptable.

Repetitive behaviour will be noted, and any pattern recorded, and any Concerns will be discussed with you and any decisions or plans of action regarding your child will be made jointly.

If the unwanted behaviour is in the form of bullying this will be recorded to identify a pattern. A staff member will sit and talk with the child about why they have behaved in this way. A senior member of staff will discuss with the parents any concerns. Children are never humiliated, criticized or put down. Physical punishment is forbidden, and the word naughty is never used to describe a child's behaviour.



Unwanted behaviour within the OOSC

When talking about 'bad' behaviour, we must remember that young children are very egocentric and that much of what society deems desirable e.g. politeness, honesty, consideration for others etc has still to be learned.

Unwanted behaviour almost always occurs when children are bored or frustrated; therefore, it is important for us as carers to consider what their needs are and how we can best meet them. Every child is treated and respected equally.

Children are always given praise and encouragement. This is used in all areas of the YMCA and children are praised for trying, not achieving.

Unwanted or challenging behaviour is dealt with in a positive manner. In the first instance a clear and firm NO is used if behaviour is continued a warning is given. If the child does not stop, he/she will be removed from the activity; the reason explained and play redirected. If the child continues to display unwanted behaviour, he/she will be removed from the area to a quiet place and a member of staff will talk to the child about why they have behaved in this manner.

The child learns to understand that they receive attention and praise for positive behaviour so that unwanted or challenging behaviour is not encouraged or reinforced. The child is taught to understand that it is not wrong to express their feelings but that there are ways to do this that are acceptable.

Repetitive behaviour should be noted, and any pattern recorded, and any concerns will be discussed with you and any decisions or plans of action regarding your child will be made jointly.

The behaviour that is not tolerated at the Out of School Clubs includes misuse of equipment inappropriate language and the lack of respect for the personal space of others. If the unwanted behaviour is in the form of bullying this will be recorded to identify a pattern. A staff member will sit and talk with the child about why they have behaved in this way. A senior member of staff will discuss with the parents any concerns.

Children are never humiliated, criticized or put down. Physical punishment is forbidden, and the word naughty is never used to describe a child's behaviour.

There is an open communication policy between the school and the Out of School Club to ensure both parties are aware of any issues or concerns. This is to ensure the children's individual needs are met.

Within the Out of School clubs, we operate a written warning system, so should our general approach as listed on the opposite page not be enough to prevent the unwanted behaviour we will issue the child with the written warning. If the child's behaviours persist we will issue further warnings - each time asking the child in question to sign the form so that they show they understand and we will also endeavour to get the parents/careers to sign as well.

If your child receives 3 written warnings per term or we feel that their behaviour is that significant that the staff and children are put at risk, we reserve the right to terminate your child's space.

Responding to complaints by parents

It is hoped that any problems between Nursery/OOSC and parents/carers can be resolved informally. The



parents/carers should first speak to the senior staff member on duty in the Unit at the time of the complaint or later to the Nursery Unit Manager, who will detail and log the complaint.

The parent/carer has the option to take up the complaint directly with the Childcare Manager.

A written response to the parent/carer must be sent within twenty-eight days of receiving the complaint.

If the parent/carer is still dissatisfied they should seek an appointment with the Chief Executive of YMCA Essex.

If the parent/carer wishes to put in a written complaint, the letter should be addressed to the Childcare Manager in the first instance (unless the complaint is about the Childcare Manager) or subsequently the Chief Executive of the YMCA Essex.

When a complaint is received a response via telephone must be given within 48 hours then followed up in writing within 72 hours.

Parents at any time may contact Ofsted:

**Early Years Ofsted
National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD**

Tel: 0300 123 1231

If a Child goes missing in our care

In the event of a child being lost whilst within our care the following action is taken.



On noticing that the child is missing the person in charge of the group will contact the police immediately to notify them of this. The Deputy Childcare Manager, Childcare Manager or Chief Executive must be notified and the Senior Staff member on duty at the YMCA should then be informed of the situation.

You will then be called by a Senior member of staff to be informed of the situation and requested to meet the group.

A full report with evidence from all parties will be taken.

Dealing with an unwell child and medication policy

If your child becomes ill whilst with us, every effort will be made to contact you to advise you of the situation and in some cases to arrange immediate collection.

If your child has a contagious illness we ask that you contact the Nursery to advise us as soon as possible so that we can notify other parents. Your child cannot return to The YMCA until the appropriate exclusion period has ceased.

Children with sickness and/or diarrhoea must not return to Nursery for at least 48 hours after the last bout of sickness or diarrhoea.

Children must be in general good health and free from infectious illness or disease to attend YMCA.

- It is recommended that children are up to date with his/her inoculations.
- All medication must be clearly labelled with the child's name and dosage required.
- If the medication is obtained from the chemist we can only follow the instructions on the packet, please label this with your child's name.
- Any medication without this information cannot be administered.

When the YMCA is required to administer medication, the following information must be completed on the permission to give medication sheet:

- The name of the medication along with dosage and time to be administered must be recorded in the medication folder when the medicine is handed in.
- This is then to be signed to confirm that the information is correct.
- On collection you must check the form to ensure the medication had been administered and has been signed by 2 members of staff.
- If this information is correct then this is when you are asked to sign to acknowledge that the medication was administered.
- Each medicine and/or dosage must be recorded separately.

Nappy changing and potty training

As well as nappy changing being done at set times throughout the day, it is also done as and when required. Staff wear aprons and gloves to change nappies and they are disposed of appropriately.



Potty Training:

Potty training is carried out after consultation with you and an agreed plan is devised. A consent form agreeing that the Nursery can start potty training is to be signed. You will be kept informed of your child's progress by the Nursery staff.

Your child will never be made to sit on the potty against their will or for a length of time. The whole exercise is to be fun and not a chore.

Clothing and footwear

While your child is at Nursery we request that your child has a complete set of spare clothes which should be in named bag (not a carrier bag) and put on their coat peg. All clothing and footwear must be clearly named, and no responsibility will be accepted for the loss of unnamed items.

In the winter we ask that your child brings appropriate outdoor clothing so that we can still take them out and during the summer please provide a suitable sun hat and sun cream (factor 40 or above). In addition to this for health and safety reasons children are not permitted to wear open toed sandals or shoes. Children will not be able to participate in outside play or walks if they do not have suitable attire.

Whilst every effort is taken to protect your child's clothing the Nursery cannot be held responsible for any damage to clothing that occurs whilst children enjoy activities such as painting, cooking, outside play.

Activity and Play

It is important to us that parents understand the purpose of the activities that we offer for their children and know what activities their children do and why.

We ensure this by the following:



Activities are planned by staff following the guidance of the Early Years Foundation Stage and are informed by each child's choices, interests, abilities and needs.

We provide learning and play opportunities for children through a wide range of planned and free play activities both inside and outside, and through visits and outings. Organisation of space, staff and resources give children a mix of active times where they can take part in energetic play and quiet times when they can rest and relax in a quiet area. The level of staff interaction with children is carefully balanced as children need time to play and learn independently, initiating their own activities and exploring freely, and time for activities which need more support and direction from staff

Our records are objective, based on observation, dated and regularly reviewed.

This enables us to match expectation to what a child can realistically achieve, shows us how a child learns and their progress, ensures continuity of care and provides us with accurate information for parents, staff, and other professionals if necessary.

We provide a safe and supportive environment where staff are approachable and positive and where each child is valued so that children can develop their confidence and independence and are happy to try new activities

Our resources are organised so that children have easy access to materials so that they can make choices and use their initiative with resources at low levels with visual labelling to support them in making their choices. As far as possible, throughout all Childcare activities we aim to reflect the wider society.

The development of communication skills is central to all our activities and to meeting the needs of individual children, those who are learning to speak English and those with speech and language difficulties. Children's language and thinking is supported by staff who provide good examples of language, listening and responding including responding to non-verbal communication such as babies' gestures and sounds.

We talk with and listen to children, encouraging them to talk about what they are doing and to ask questions and enhance their learning with stories and singing songs. Counting and rhyming games encourage children to problem solve.

All children encouraged to express their imagination and creativity through activities such as listening to and making music with simple instruments, acting out stories and role play, dancing and moving to music, responding through their senses, painting, drawing and modelling with a variety of media.

Food and drink - Nursery

We aim to raise awareness of nutrition, encourage and develop children's skills so they can make informed choices about food and drink help children develop positive attitudes to diet, health and oral health, and develop healthy eating and drinking activities that can benefit children, staff and parents.

During the course of the day at Nursery the children will be provided with breakfast up until 8.30am, snack at 9.30am, two course lunches at 11.30am, a choices of snack at 2.30pm and a light tea at 3.45pm.



The menus cover a four-week period and are balanced with fish, meat, fruit and vegetables. It has all the nutritional values providing the children with a variety of foods and tastes. All our menus are created by our onsite chef and are checked against all the current guidelines to ensure your child has a full and balanced diet.

All children that have dietary requirements are respected, whether for example it is vegetarianism, religious beliefs or food intolerance and will be provided with an alternative to that day's menu.

All meals are prepared on site by our chef. If your child is asleep during meal times, then their individual helping will be saved. The meal will be covered and placed in the refrigerator and re heated once your child has woken.

The staff set an example at mealtime by sitting with children and eating their meal with them to encourage table manners and promote a positive atmosphere. Children are encouraged to say please and thank you always.

If your child does not finish their main meal they are still offered dessert. No child will be deprived of food or be force fed. Lesser amounts will be offered to each child to encourage them to eat. Food is not used as punishment.

Food and drink - Out of School Club

Children attending the Breakfast Club will be provided with breakfast up until 8.15am, at the After-School Club the children will be offered a snack at 4.00pm and a light tea at 4.30/5.00pm and at the Holiday Club snack is provided at 9.30am and a light tea at 4.30/5.00pm. Your child should be supplied with a suitable packed lunch for lunch time

The menus cover a four-week period and are balanced with fish, meat, fruit and vegetables. All children that have dietary requirements are respected, whether for example it is vegetarianism, religious beliefs or food intolerance and will be provided with an alternative to that day's menu.



The staff set an example at mealtime by sitting with children and eating their meal with them to encourage table manners and promote a positive atmosphere. Children are encouraged to say please and thank you at all times. You will be informed on a daily basis, at the end of a session if your child has not eaten well. Slow eaters are given time to finish their food and are not rushed. Small quantities of food are placed onto the plates taking into account the age and appetite of children.

No child will be deprived of food or be force fed. Lesser amounts will be offered to each child to encourage them to eat. Food is not used as punishment.

Water is given during the session, and diluted fruit juice is provided at tea time. Water is available throughout the day.

Completing children's development records

At Sticky Paws it is our policy to initially assess the child in conjunction with the parent/carer. This allows us to have a base to work from for future development records.

Observations are done through:

- ☑ A planned programme
- ☑ Noting significant changes

Observations are:

- ☑ Regular to show progress
- ☑ Systematic – carried out by using step by step procedures
- ☑ Objective – what is said and done as opposed to assertions
- ☑ Dated– date of observation

These records should be updated each term. If an occasion should arise that we have concerns about a child records they may be completed monthly. Whilst completing the development records each child's needs will be looked at individually. These should be discussed during the staff meetings and planning will be adjusted accordingly. This will ensure that each child achieves targets in all areas of learning whilst working through the EYFS. Development records are available for parents to see at any time. If there is an area of concern and increased attention to that area does not provide a resolve parents will be contacted. The area of concern will be highlighted, and a progress plan will be implemented so that parents and staff are working in partnership for the child. If this still does not improve the child's approach, parents may be advised to consult an authoritative body such as the Health Visitor.

Maintenance of toys and equipment

Where children can safely tidy up they are encouraged to do so.

All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Each unit implements a cleaning rota for cleaning toys in order to minimize infection.

Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.



Procedure in the event of Heating or Power Failure

If we believe that the room temperature is below 18 degrees, we will carry out all relevant checks to ensure that it is safe for your child/ren to stay at YMCA.

In the extreme case where none of these strategies can be used, it may become necessary to close the Nursery. This decision is to be made by the Chief Executive, the Childcare Manager or other Management staff members. In this situation parents/carers will need to be called to arrange collection of their child.

Radio stations also need to be called so that an announcement can be made on air advising parents of the situation.

Procedure for taking children off of the premises

When planning an outing, a risk assessment must be carried out to ensure safety and feasibility of the planned trip.

When the children are taken off the premises for walks or trips out the ratio increases depending on the age and needs of the children. The ratio increases to 1:3 for children aged three months to four years and 1:4 for children aged four to five and 1:5-8 for children over 5. Children's individual needs must be considered when looking at the ratios.

At least 50% of the staff within the group going out will be qualified and there will be at least one first aider within the group.

The older children will wear reins when going out and younger children must wear harnesses in their buggies. Staff will take the emergency mobile.

Camera and Recording Device Use Policy

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent/carer. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands. We ask for individual permissions for photographs and video recordings for each different use, including use in the child's learning journey, for display purposes, for promotion materials including our website and brochures and for use in the local press.

We ensure that parents/carers understand that their other children may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.



If a parent/carer is not happy about one or more of these uses, then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The Childcare Manager will monitor all photographs and recordings to ensure that the parent's/carers wishes are adhered to. Childcare staff are the only staff permitted to take photographs or recordings unless permission has been given to do so by the Childcare Manager.

Parents/carers are not permitted to use any recording device or camera on the nursery premises without the prior consent of the Childcare Manager. During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents/carers on request. In this case, individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

Social Networking Policy

We request that parents or carers do not put photos of other children from nursery or OOSC on their social media sites without consent from the other child's parents or carers agreement.

We have many events together such as Christmas parties etc and there is a temptation to take lots of photos of your children, however most of the time those photos contain images of other children. So, we request all parents and carers be mindful of this.

We also request that negative or defamatory comments not be put on your social media about the YMCA. If you are unhappy about the service you have received, please follow the complaint procedure.

Failure to adhere to this policy will result in your child's space being removed.

Procedure in the event of notifiable disease

In the event of a child or a member of staff having contracted a notifiable disease, the Health Protection Unit and Ofsted should be informed immediately by a senior member of staff.

List of notifiable diseases



| | |
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| Acute encephalitis | Rabies |
| Acute poliomyelitis | Relapsing fever |
| Anthrax | Rubella |
| Cholera | Scarlet fever |
| Diphtheria | Smallpox |
| Dysentery | Tetanus |
| Food poisoning | Tuberculosis |
| Leptospirosis | Typhoid fever |
| Malaria | Typhus fever |
| Measles | Viral haemorrhagic fever |
| Meningitis - all types | Viral hepatitis - all types |
| Meningococcal septicaemia (without meningitis) | Whooping cough |
| Mumps | Yellow fever |
| Ophthalmia neonatorum | |
| Paratyphoid fever | |
| Plague | |

Advice given by the Health Protection Unit should then be followed.

Contact numbers:

Ofsted: **0300 123 1231**

Health Protection unit: **01376 302282**

Any questions?

Call us on **01245 355677**

Email us at **@ reception@ymcachelmsford.org.uk**

Website www.ymcaessex.org.uk



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION