



Suitable people

Ensuring that adults who have contact with children are suitable.

Introduction.

We make sure everyone responsible for children in our care is qualified, suitable, and has passed all necessary checks to fulfil their roles. High Five After School Club has a legal responsibility to ensure that all adults who work with or have contact with children are suitable to do so. This helps to keep children safe and ensures they are cared for by trustworthy and appropriate adults.

The person responsible, Rebecca Whitfield and Samantha McIntosh, will ensure that the recruitment and induction processes laid out throughout the company procedures; and which set out their statutory and legal obligations, are followed and adhered to, at all times.

This will ensure that our clubs are run well and the children are cared for by staff who are safe and skilled and who are aware of their commitment to transparency and responsibilities; to notify the directors of any reasons or significant events which might prevent them from working with children.



POLICIES AND PROCEDURE SUMMARY

For full policy please ask for our ASC operations Manual held on site

Safe Recruitment; Suitable People

This policy explains how we ensure that adults working with children are carefully selected and suitable for their role.

How This Policy Is Put into Practice

- Recruitment processes are designed to check that adults are suitable to work with children.
- Children are cared for only by adults who meet legal and safeguarding requirements.
- Recruitment decisions are made with children's safety as the highest priority.
- Applications are reviewed to ensure candidates are suitable.
- Gaps or concerns in applications are explored before employment begins.
- References are obtained to help confirm suitability to work with children.
- Identity documents are checked before someone begins work.
- Right-to-work checks are completed where required.
- Records are kept confirming these checks have taken place.
- All adults working with children have an appropriate enhanced DBS check.
- Adults do not have unsupervised access to children until all required checks are completed.
- DBS records are monitored in line with legal requirements.
- Adults are expected to inform the club of any changes that could affect their suitability to work with children.
- Action is taken if concerns arise about an adult's suitability.
- Ofsted is informed where required by law about any person who should not work with children
- Adults working with children are expected to be fit and well for their role.
- Any health concerns that may affect the safety or care of children are addressed appropriately.
- Risk assessments are used where necessary to ensure children remain safe.



Students, Volunteers and Young People

Sometimes students, volunteers or young people may be present at the club to gain experience.

How This Policy Is Put into Practice

- Students and young people are always supervised.
- They are never left alone or placed in sole charge of children.
- Their role is appropriate to their age, experience and legal requirements.
- If over 16 years a DBS check is done
- References are always checked
- For young people under 16, parent consent and young person working hours are followed

Our Team qualifications, Development and Training ★

At High Five, your child is cared for by a team who are trained, supported and continually developing their skills. We invest heavily in staff training and professional development so families can feel confident that every practitioner understands their role, follows best practice and puts children's safety and wellbeing first.

Team Qualifications

We ensure all team members are fully prepared for their role and meet the standards required to care for children safely.

- All staff provide verified copies of their qualifications, including **Safeguarding** and **Paediatric First Aid**.
- If a new team member does not yet hold a first aid certificate, this is completed within their **12-week induction period**. Until then, they will not be left alone with groups of children, when eating and team members will always work with another team member who holds their paediatric first aid certification.

HIGH FIVE AFTER SCHOOL CLUB

Policy information for parents



- Mandatory training is essential for the role. High Five may fund these courses; however, if a staff member leaves within their first year, they may be asked to repay the training cost.
- We maintain an **up-to-date training record** for every team member and review this regularly.

Our Induction Process

Every new team member completes a thorough induction, usually lasting **6-12 weeks**, to ensure they fully understand our policies, routines and safeguarding responsibilities.

Induction includes:

- Meeting colleagues, children and families
- A full tour of the premises, including fire exits, first aid locations and emergency procedures
- Understanding safeguarding, equalities and data protection policies
- Learning daily routines such as registers, snack time, toileting procedures and collection points
- Reviewing risk assessments and health & safety expectations
- Guidance on communication, absence reporting, uniform, site access and walk-to-school procedures
- Introduction to club records, GDPR, medication procedures and allergy information
- Clear expectations for any immediate training required for their role

Ongoing Professional Development

We are committed to supporting our team to grow and excel. Staff benefit from:

- A strong induction programme
- Regular appraisals and 6-monthly reviews
- Access to internal and external training, including Hampshire Noodle courses
- Safeguarding refreshers through staff meetings, quizzes and updated online training every two years

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4/22/2026



Appraisals & Reviews

Each year, our team meet with their manager to reflect on:

- Achievements and challenges
- Current skills and knowledge
- Future training needs

Six-monthly reviews help monitor progress, with day-to-day support provided throughout the year.

Team Meetings

Staff meetings take place regularly and are an opportunity to:

- Share information
- Review practice
- Refresh knowledge of key policies
- Plan improvements and training

At each meeting, we revisit at least two policies to keep knowledge current and ensure best practice.

Safeguarding & First Aid

Children's safety is at the heart of everything we do.

- All staff receive safeguarding training and ongoing updates to help them identify concerns early and respond appropriately.
- Our Designated Safeguarding Lead is always available for advice and support.
- We aim for all practitioners to hold a **Paediatric First Aid certificate within 3 months** of joining.
- We always ensure at least **one qualified first aider** is present on site or accompanying children off site.
- First aid certificates are renewed every **three years**, in line with EYFS requirements.



Smoking, Alcohol and Other Substances

Children must be protected from exposure to substances that could harm their health.

How This Policy Is Put into Practice

- Smoking or vaping is not permitted on or near the premises while children are present.
- Adults must not work with children under the influence of alcohol or illegal drugs.
- Action is taken if concerns arise about substance use and children's safety.

Staff Behaviour and Conduct

Adults working with children are role models and must always behave appropriately.

How This Policy Is Put into Practice

- All adults are expected to behave professionally and respectfully.
- Children are treated with dignity, care and fairness.
- Behaviour that could place a child at risk is not tolerated and is addressed promptly.

Allegations and Concerns About Adults

It is important that concerns about adults working with children are taken seriously.

How This Policy Is Put into Practice

- Any concerns or allegations are handled in line with safeguarding procedures.
- Appropriate authorities are informed where required.
- Children's safety is always the priority while concerns are investigated.



Keypersons

Our Key Person Approach

At High Five, every child deserves to feel safe, valued and truly known. Our Key Person system helps children build strong, trusting relationships so they feel confident to communicate their needs, share their worries and express their ideas.

What Is a Key Person?

A **Key Person** is a named member of staff who builds a positive connection with your child and your family. Their role is to:

- Help your child feel settled, secure and welcomed
- Understand your child's individual needs, interests and preferences
- Support friendships and social confidence
- Communicate with parents, carers and school staff
- Ensure smooth transitions between home, school and the club

Children are allocated a Key Person when they join. The manager keeps an up-to-date list and may adjust allocations during the year if a child naturally forms a stronger bond with another practitioner.

How Key Persons Support Your Child

Your child's Key Person will:

- Help them settle into the club and build friendships
- Listen to any concerns or worries your child may share
- Feed your child's interests into weekly planning and activities
- Work closely with parents, carers and school staff to support wellbeing
- Help families access specialist support if ever needed

This ensures every child feels understood, supported and connected.

Listening to Children

All staff are trusted adults, and any concern a child raises will always be taken seriously. However, a child's Key Person may have additional insight into their behaviour, friendships or emotional needs, so concerns are shared with them to ensure the right support is given.

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Safeguarding your child with their key worker

Sometimes children may share information about:

- Difficulties at school or with friends
- Worries at home
- Possible abuse or neglect
- Bullying, exploitation or radicalisation

In these situations, our **safeguarding procedures** are followed to protect the child. Your child's safety and wellbeing are always our highest priority and we will maintain open and honest communication, informing parents of safeguarding concerns wherever it is safe to do so.

Paediatric First Aiders

At High Five After School Club, the health and safety of children is very important to us. This policy explains how we ensure children receive appropriate care if they become ill or have an accident while attending the club. As an Ofsted-registered provider, we are legally required to ensure suitably trained first aid support is always available.

First Aiders

We ensure that children can receive prompt and appropriate first aid care whenever they are attending the club.

How This Policy Is Put into Practice

- There is always at least one qualified **paediatric first aider** present and available while the club is in operation.
- Wherever possible, several members of the team are trained in paediatric first aid to support children's safety.
- Any staff counted within required ratios for younger children hold appropriate first aid qualifications.
- The names of qualified paediatric first aiders are displayed at the club for parents to see.
- Paediatric first aid certificates are kept up to date and renewed as required by law.