



Child Health

Promote good health and Effective learning

Introduction

At the High Five After School Club, we will promote good health, including oral health of the children that we look after. We will deal promptly and effectively with any illnesses, accidents or injuries that occur while children are in our care and will take all practical steps to keep staff and children safe by taking appropriate action if children are ill or infectious from communicable diseases.

We will encourage children to make healthy choices with foods/snacks and water drinking and support children to benefit from an active lifestyle. We will primarily do this through conversations with children, participating in national / local healthy initiatives/promotions to raise awareness and through outdoor daily physical play within our club's routine. We are aware of the Chief Medical Officer's guidance on physical activity.

Our daily routines are well thought out to meet children's needs, health and effective learning through snack time, toiling and activity planning. We have carefully planned procedures outside routine, that safeguard all children when hitches occur e.g. child needs intimate care or is ill, that considers keeping all children safe, happy and well cared for during the club session.

Under our Health and safety procedures we ensure that we lower any risks to children wellbeing through effective risk assessing of the premises, activities and the unexpected. This can be seen through various procedures in this section which cover different planned and unplanned events. E.g. fire and emergency evacuation



POLICIES AND PROCEEDURE SUMMARY

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

Medicines

Some children require medication to support long-term or emergency medical needs.

How This Policy Is Put into Practice

- Medication is usually given at home wherever possible.
- Long-term or emergency medication may be administered with written parental consent and an agreed care plan.
- Medication is stored safely and only used as necessary to protect a child's health.
- Parents are always informed if medication has been administered.

Infections and Exclusions

Children's health can be affected by illness and infectious conditions, which may spread easily in group settings.

How This Policy Is Put into Practice

- Children who are unwell or infectious should not attend the club.
- We follow national public-health guidance regarding exclusion periods for illnesses.
- Parents are informed if an infectious illness is identified at the club.
- Good hygiene practices are encouraged to reduce the spread of infection.



Food and Drink / Food Safety/Food Allergies

We aim to support healthy eating habits and ensure food is managed safely.

How This Policy Is Put into Practice

- Children bring their own snacks from home.
- Children are supervised while eating to reduce the risk of choking.
- Food is not shared between children.
- Drinking water is available and accessible to children throughout the session.
- A strict **no-nuts policy** is in place at the club.
- Parents must inform us of any allergies or dietary requirements before attendance.
- Allergy information is used to support children's safety and wellbeing.
- Children with allergies are included in snack times while being supported safely.

Accidents and Incidents

Children may occasionally have accidents or injuries during play.

How This Policy Is Put into Practice

- All accidents and incidents are recorded.
- First aid is provided by a qualified paediatric first aider.
- Parents are informed of any accident or injury on collection.
- Serious accidents or injuries are reported to relevant authorities as required by law.

Unwell Child

A child may sometimes become unwell while attending the club.

How This Policy Is Put into Practice

- Parents are contacted if a child becomes unwell during a session.
- Children remain supervised and cared for until they are collected.
- Emergency services are contacted if a child requires urgent medical attention.



Toileting and Intimate Hygiene / Care

We support children's independence while maintaining dignity and safeguarding.

How This Policy Is Put into Practice

- Children are supported to use the toilet independently wherever possible.
- Privacy and dignity are respected at all times.
- Parents are informed where additional support or care is required.
- Hygiene procedures are followed to support children's wellbeing.

Fire and emergency evacuation

Your child's safety is always our highest priority. High Five has clear procedures in place to ensure children and staff can respond quickly and calmly in any emergency situation.

Fire Safety

We take fire safety extremely seriously and have robust measures in place to keep everyone safe.

- Fire risks are regularly assessed and preventative measures are in place.
- Firefighting equipment is routinely checked and maintained.
- **Evacuation drills take place every quarter**, and whenever a new child joins the club.
- All practices are recorded in our Fire Book.
- Children are taught the evacuation procedure and know where the **Fire Assembly Point** is.
- Parents can see a copy of the evacuation plan and a floor plan showing all emergency exits on the inside wall of the club room.
- Emergency exits and escape routes are kept clear at all times.
- Parents will be contacted immediately if children are evacuated due to a fire.

Flood

If a flood occurs, we follow the same **Emergency Evacuation Procedure** to safely leave the building.



Intruder or Dangerous Adult

We have clear procedures to protect children in the event of an intruder or unsafe adult.

If an intruder is **inside the building**:

- Staff will evacuate the children to a safe location away from danger.
- Registers will be checked to ensure all children are accounted for.
- The police will be contacted immediately.
- Parents will be informed as soon as it is safe to do so.
- Children will never be left alone.

If an intruder is **outside the building**:

- The club will go into **lockdown** and doors will remain secured until the all-clear is given.
- We will activate the **Gull Coppice Emergency Plan** to alert nearby childcare and school settings.
- Children will be reassured and supported emotionally.
- Parents will be contacted and, if necessary, asked to collect their child from an alternative safe location.

Gas Leak, Fire or Flooding

In all cases, we follow our **Emergency Evacuation Procedure** to ensure children are moved to safety quickly and calmly.

Challenging or Aggressive Behaviour

If a child or adult displays unsafe behaviour, we follow our **Behaviour Management Policy** to keep everyone safe and supported.



Confidential and safe premises

At High Five, we are committed to creating a safe, secure and respectful environment for every child and family. Our procedures ensure that children are protected, parents feel confident, and staff can work effectively.

Confidential Conversations

We understand that sometimes parents or staff may need to discuss sensitive matters privately.

- Staff can use a range of rooms or quiet areas for confidential conversations.
- If staff cannot leave the room due to child-to-adult ratios, they may arrange a phone call later that day or the following day.
- Your privacy is always respected.

Secure Child Collection

Your child will **only** be released to adults you have authorised.

- We follow strict procedures to ensure children are collected safely.
- If someone not on your authorised list arrives, or we have not received prior written or verbal authorisation, we will not release your child.
- Please see our *Child Security & Collections Procedure* for full details.

Safe & Supervised Premises

Children are always supervised and are never left alone or allowed to wander around the building or grounds unsupervised.

- Our team always follows clear security procedures.
- Doors and access points remain secure during club hours.

HIGH FIVE AFTER SCHOOL CLUB

Policy information for parents



Visitors & Unauthorised Persons

We have strong procedures to protect children from unauthorised access.

- All visitors must sign in the diary and will **never** be left alone with children.
- Visitors are not permitted to use mobile phones or electronic devices inside the club.
- Only individuals with a valid reason—such as prospective parents or inspectors—are allowed entry.
- Intruder procedures are outlined in our *Fire & Emergency Evacuation Policy*.

Ofsted Inspectors

- Ofsted inspectors may use electronic devices and speak with children as part of their role.
- Our team will always check their official ID before allowing entry.
- Inspectors are **never counted in ratios** and are not left alone with children.

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