



Gatley Childcare LTD

Be Kind
Be Happy
Be Friends

Parent Pack

GATLEY CHILDCARE LTD

BOOKING CONDITIONS 2024

Gatley Childcare Ltd,
C/o Gatley Primary School,
Hawthorn Road,
Gatley,
Cheadle,
Cheshire. SK8 4NB
Ofsted Reference Number EY370610

Registration:

Only children for whom Application Forms have been filled in may attend. A separate form needs to be completed for each child.

Term Time Only

Breakfast Club

Days Open: Monday - Friday.
Hours Open: 7.30a.m. - 8.10/9.00a.m.
Rate per session: £7.00 per child.
8% off 2 or more siblings

After School Club

Days Open: Monday - Friday.
Hours Open: 3.10/3.30p.m. - 5.45p.m.
Rate per session: £12.00 per child.
8% off 2 or more siblings

Payment of fees:

Invoices are issued monthly; payments should be made by middle of each month. Failure to pay the balance may incur an additional late payment fee of 10% of the outstanding amount. Payments may be made via childcare vouchers or internet transfer payable to *Gatley Childcare Ltd. Please reference any payments to your child*

You are reminded that you are paying for a place at Gatley Childcare LTD, therefore if your child is unable to attend e.g. illness or holidays no refund of fees will be made. Persistent late payments may result in your child losing their place in Gatley Childcare LTD.

Notice:

If you wish to alter the arrangement at any time at least 1 weeks notice is required in writing.
If you wish to terminate the arrangement at least 2 weeks notice is required in writing.

Collecting your child:

All children **must** be collected from Gatley Childcare LTD by 5.45p.m. **If you collect your child after this time you MAY incur an additional charge of £1.00 per minute, this will be added to your next monthly invoice.** This is to take into account extra staffing and site manager costs. Please arrange an alternative collector if possible. Frequent late collection will result in your child's place being withdrawn. Written details must be recorded on the application form about the person who is collecting your child. If these arrangements are changed we will need details in writing or online as we will not allow the child to go home with a person unknown to us.

Absences:

Please inform Gatley Childcare LTD if your child is going elsewhere when they should normally attend, as all children registered need to be accounted for and can result in a stressful time for staff.

Closed Facebook group: Please join our Facebook group Gatley Childcare Ltd, this is only available for parents that are part of Gatley Childcare Ltd and are only accepted when registered with us to ensure confidentiality. This is a key area to contact staff to let us know of absences and appointments or alternative collectors.

Behaviour:

Our concern is the happiness and wellbeing of all the children that attend Gatley Childcare LTD. Bullying, being rude, racist comments, inappropriate language or any other unacceptable behaviour is not permitted at any time. Should a child's behaviour be continually unacceptable after all attempts to accommodate them have not been successful we may have to ask the parents to remove their child from Gatley Childcare LTD.

Policies and Procedures:

All policies and procedures relating to Gatley Childcare Ltd are available to view on our closed Facebook group. Alternatively we have a hard copy in our setting.

Taken from the last Ofsted Report: 2022

Children are happy, safe, secure and clearly enjoy attending this warm and welcoming club. They are keen to attend and eagerly share news about their day in school with attentive staff. Children's emotional wellbeing has been given huge consideration by staff following the COVID-19 pandemic. Children confidently play with their friends and continue to develop their social skills with the reassurance that staff are close by if needed.

The full report is available from www.ofsted.gov.uk

Please note:

Any matters concerning Gatley Childcare Ltd should be brought to the attention of Gatley Childcare LTD's Manager Mrs H Wilde or the deputy Diane Bell and not Gatley primary School.

Queries and returned application forms:

Mrs H Wilde,
Gatley Childcare Ltd,
C/o Gatley Primary School,
Hawthorn Road,
Gatley,
Cheadle, Cheshire. SK8 4NB
Tel: 0161 491 1123/ 07932 720011
gatleychildcareltd@gmail.com

GATLEY CHILDCARE LTD

I am pleased to confirm the place for you child/ren.

Fees should be paid by the middle of the month, voucher schemes do take longer to come through so please be mindful of this.

Please note that any absence from sessions through sickness, holidays etc., will still need to be paid for as this place is reserved for your child until such time that you cancel it.

Fees payments via Internet Banking

Bank account No-73863913

Sort Code 20-82-14

Account Name Gatley Childcare Ltd

Please reference your child's name when making a payment.

Please find enclosed copies of all Gatley Childcare Ltd policies.

To accept your child's place please complete the attached forms and return them within two weeks of receipt of this Letter/Email to:

- gatleychildcareltd@gmail.com
- Mrs H Wilde, C/o Gatley Primary School, Hawthorn Road, Gatley, Cheadle, Cheshire, SK8 4NB

GATLEY CHILDCARE LTD



SAFEGUARDING CHILDREN IN OUR SETTING

Safeguarding children is the responsibility of everyone.

As such all the staff in our setting, have a duty to safeguard and promote the welfare of the children.

This means that we have a Designated Officer for Safeguarding.

In our setting this is **Mrs Helen Wilde** and in her absence **Mrs Diane Bell**.

If we are concerned that a child may be at risk from significant harm (abuse) or is being abused, the setting is required to refer their concerns onto Social Care and the police if necessary. In some circumstances this may happen without the consent or knowledge of parents/carers.

The setting also has a responsibility to act upon other concerns that they may have about a child's welfare in circumstances where there are no suspicions of child abuse. Examples of this may be when a child is demonstrating inappropriate behaviour, is involved in bullying, is failing to go to school or where difficulties at home are having an effect upon the child's well being. However this list is by no means exhaustive.

In Stockport there is an expectation that settings will always discuss these issues with parents/carers before deciding upon a course of action to support the child.

Declaration:

I have read and understand this statement and have a copy of the settings child protection policy.

Signed: (parent/carer)

Of (child's name)

Date:

GATLEY CHILDCARE LTD



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In Stockport there is an expectation that settings will always discuss these issues with parents/carers before deciding upon a course of action to support the child.

Declaration:

I have read and understand this statement and have a copy of the settings child protection policy.

Signed: (parent/carers)

Of (child's name)

Date:

GATLEY CHILDCARE LTD

CHILD PROTECTION STATEMENT

I have read and understood Gatley Childcare Ltd's Child Protection Statement and agree to adhere to it.

I also understand and accept that if my child/children make a disclosure, or the staff have cause for concern that they will notify Social Care and Ofsted to inform them of the situation. This will result in investigations taking place.

Declaration:

I have read and understand this safeguarding policy.

Signed: (parent/carers)

Of (child's name)

Date:

One copy to be retained by Parent/Carer, the other to be returned to Gatley Childcare Ltd

GATLEY CHILDCARE LTD

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I have read and understood Gatley Childcare Ltd's Child Protection Statement and agree to adhere to it.

I also understand and accept that if my child/children make a disclosure, or the staff have cause for concern that they will notify Social Care and Ofsted to inform them of the situation. This will result in investigations taking place.

Declaration:

I have read and understand this safeguarding policy.

Signed: (parent/carer)

Of (child's name)

Date:

One copy to be retained by Parent/Carer, the other to be returned to Gatley Childcare Ltd

GATLEY CHILDCARE LTD

I would/would not like to accept a place for

_____ (Child's name)

I am in receipt of Gatley Childcare Ltd policies and procedures and agree to abide by them.

CHILD PROTECTION STATEMENT
CHILD PROTECTION POLICY
SAFEGUARDING CHILDREN
ANTI BULLYING POLICY
BEHAVIOUR MANAGEMENT POLICY
COMPLAINTS PROCEDURE
COMPLIMENTS PROCEDURE
EQUAL OPPORTUNITIES POLICY
FIRST AID PROCEDURE
HEALTH AND SAFETY POLICY
ILLNESS/ACCIDENT AND EMERGENCY POLICY AND PROCEDURE
LOST CHILDREN PROCEDURE
MEDICATION POLICY AND PROCEDURE
MEDICATION PERMISSION FORM
NO SMOKING POLICY
OUTINGS POLICY AND PROCEDURE
PARENT AND CARER INVOLVEMENT POLICY
NO SMOKING, DRUGS OR ALCOHOL POLICY
SPECIAL NEEDS INCLUDING EDUCATIONAL NEEDS AND DISABILITIES POLICY
VISITORS POLICY AND PROCEDURE
ACCIDENTS AND EMERGENCY POLICY AND PROCEDURE
UNCOLLECTED CHILD POLICY

Signed _____

Date _____

Please return:

I would/would not like to accept a place.

1 x Child Protection Statement

1 x Safeguarding children in our setting

Updated July 2026

Gatley Childcare Ltd

Safeguarding Policy Statement

Our Statement:

Gatley Childcare Ltd is committed to ensuring our safeguarding practice reflects government guidance and reflects statutory responsibilities, also it complies with best practice and keeping children safe. We acknowledge the duty of care at all times to promote the welfare of children. It is the aim of the policy to ensure that the interests and welfare of all the children are essential in all circumstances, regardless of age, ability, gender, race, belief or religion, sexual orientation and the socio- economic background.

- At Gatley Childcare Ltd we offer a positive and enjoyable setting, where the children are safe and secure in a play based environment.
- All the children are protected from any form of abuse.

We acknowledge that some children, including children that have a disability or additional needs, as well as children from ethnic minority communities may be more vulnerable to some forms of abuse. At Gatley Childcare Ltd we take appropriate steps to ensure the welfare of all children, and challenge such misconceptions.

Our Policy:

As part of our safeguarding we will:

- Value, respect and listen to children.
- Adopt best practice through our policies and procedures.
- Promote and prioritise the safety and wellbeing of the children.
- Encouraging all staff have up to date safeguarding training which is renewed every two years.
- Provide all staff with an induction meeting to ensure all policies and procedures are understood.
- Provide training, support and quality assurances to ensure policies and procedures are met.
- Ensure appropriate action is taken in the event of an incident or areas of concern, providing support for anyone raising the concern/discloses a concern.
- All safeguarding concerns are confidential, recorded accurately and are stored securely.
- All record are stored correctly in line with data protection legislation and guidance.
- Enhanced DBS checks are carried out on all staff before employment date. With rigorous checks made to ensure suitable candidates are employed.

- We ensure all DBS numbers, dates and awarding bodies are passed on to school.
- Policies and procedures are in place to ensure that if a cause for concern is raised, that the individual knows how to raise that concern.
- In line with keeping Children Safe in Education 2023, any allegations and disclosures made will be reported to the schools Designated Lead immediately.
- Gatley Childcare LTD will follow the policy and procedure for reporting the allegation and disclosure.

Monitoring:

This policy will be reviewed year after development and then every three years, or in the following circumstances:

- Changes to legislation and/or government guidance.
- As required by local safeguarding partnership.
- As a result of any other significant event.

This policy was last reviewed August 2026

Signed: H L Wilde

Position: Manager

GATLEY CHILDCARE LTD

Term Time

Breakfast Club

Days Open: Monday - Friday.
Hours Open: 7.30a.m. - 8.50/9.00a.m.
Rate per session: £7.00 per child.
£6.50 2 or more siblings

After School Club

Days Open: Monday - Friday.
Hours Open: 3.10/30p.m. - 5.45p.m.
Rate per session: £12.00 per child.
£11.50 2 or more siblings

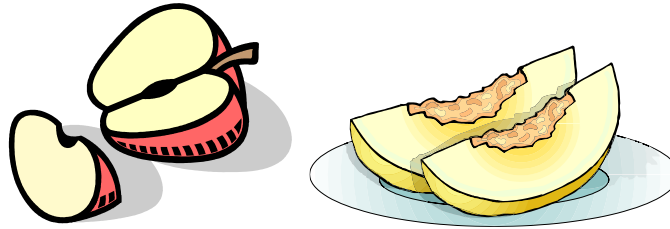
Please note that any overdue fees will incur an extra 10% charge which will be added to the next months invoice.

Staff Details

Mrs Helen Wilde	Manager	Level 5 Diploma of Higher Education in Early Years NVQ level 3 Playwork NVQ level 2 Children's Care, Learning and Development First Aid Food hygiene Safeguarding for leaders and managers
Mrs Diane Bell	Deputy	Level 2 Playworker First Aid Food Hygiene Safeguarding for leaders and managers
Mrs Julia Ellis	Playworker	First Aid Food Hygiene Safeguarding
Ms. Suzanne Hampshire	Playworker	NVQ level 2 Childcare Learning and Development First Aid Food Hygiene Safeguarding
Mrs Pam Singh	Playworker	First Aid Food Hygiene Safeguarding
Mrs Pam Bray	Playworker	Cache level 2 care, learning and development Safeguarding Food Hygiene First Aid
Mrs Samantha Barker	Playworker	First Aid Food Hygiene Safeguarding
Mrs Mandy	Playworker	First Aid Safeguarding Food Hygiene
Mrs Doran Stephens	Playworker	Level 3 Childrens care, learning and development First Aid Safeguarding Food Hygiene

AIMS AND OBJECTIVES

It is the aim of Gatley Childcare Ltd to ensure that the children are in a safe, fun, friendly, warm and stimulating environment. Where the children can play with a wide and varied range of toys and equipment that are age and stage of development appropriate. The sessions are planned so that through play, children's social, physical, intellectual, cultural, emotional and spiritual needs are met. A typical session may include home corner, books, lego, ball games, table top games and art and craft.



Healthy eating

To help promote a healthy diet for the children, the snacks that are provided at Gatley Childcare Ltd are changed depending on the seasons, the food offered over the course of the school year will be either fruit, bread sticks, sun dried raisins, fruit bars, yoghurts, cereal, toast, cheese, cereal bars or fresh vegetables in the warmer months, and in the colder months we offer beans on toast, soup, noodles and cheese on toast.

At breakfast we offer a choice of toast, bagels, potato cakes and crumpets and a variety of healthy cereals for breakfast.

Fresh drinking water is available at all times.

If you do not wish your child to have a particular snack, please inform a member of staff.

ADMISSIONS AND SETTLING IN POLICY

A registration form for each child has to be completed prior to attending Gatley Childcare Ltd.

All medical details, contact telephone numbers, special or dietary requirements must be completed and kept up to date.

Three emergency telephone numbers (not mobile numbers as these can be switched off) are needed.

A register will be taken on arrival at the breakfast club, after school club and during fire drills.

If going on any outings, the register will be taken before leaving the premises and before we return.

All information given is strictly confidential.

A new child to the setting will be introduced to their key workers, all other staff members and the children, using the child's preferred name.

All children and their parents/carers are made to feel welcome.

Each child is regarded as an individual.

All children from birth to the end of the academic year in which a child has their fifth birthday will be working towards EYFS (see aims and objectives)

Explaining the routines for either collecting children from a specified location in school (infants), or making own way to after school club (juniors), location of toilets, drinks and activities etc.

Time will be taken to determine the child's interests.

This information will be used when setting out equipment and games and in the planning of activities.

Please do not send your child with any money or valuables to Gatley Childcare LTD as we cannot be held responsible for any damages or loss.

Ensure that all clothing, bags, lunch boxes etc are clearly labelled with the child's name

Updated July 2026

ANTI BULLYING POLICY

Definition

Bullying is defined as a pattern of behaviour of one or more individuals intimidating one or more persons through verbal, physical, or emotional abuse; written or electronically transmitted abusive messages; or attacks on the property of another. Examples of bullying include, but are not limited to, verbal taunts, name-calling and put downs, taking of money or possessions, and exclusion from peer groups within Gatley Childcare LTD. Bullying is prohibited at all times at Gatley Childcare LTD.

Procedures

Any child who is a victim of bullying or who witnesses or has reliable information that a child has been a victim of bullying should report the incident to their key worker. The child's identity will be kept anonymous if he/she feels in danger of retaliation.

If a member of staff witnesses or has reliable information that a child has been a victim of bullying will report the incident to the leader of Gatley Childcare LTD.

Gatley Childcare LTD's leader will act promptly to investigate all complaints of bullying.

If it is determined that bullying has occurred, the leader will follow the inappropriate Behaviour and Parental involvement section of the Behaviour Management Policy

BEHAVIOURAL MANAGEMENT POLICY

The aims of Gatley Childcare Ltd

It is the aim of Gatley Childcare Ltd to help each child develop a sense of self discipline in managing and taking responsibility for their own behaviour, by providing a caring atmosphere where the children can feel valued and respected, have clear set boundaries for behaviour that are age and stage of developmentally appropriate for each child.

How the staff can achieve these aims

To help the children achieve this aim, all staff to be consistent in their approach, by having clearly defined acceptable boundaries of behaviour.

Appropriate behaviour is acknowledged by praise and encouraged. Unacceptable behaviour may arise from strong feelings of anger or frustration, in these circumstances the child will be supported and problems discussed in order to help the child express their feelings in a more appropriate manner.

Inappropriate Behaviour

Inappropriate behaviour will be discouraged or discussed.

The child needs to know why certain behaviour is unacceptable.

The child needs to feel that they are always acceptable it is the unacceptable behaviour that is not.

If the unacceptable behaviour arose from strong feelings of anger or frustration, it is acceptable to have these feelings but not how they are expressed.

Parental Involvement

If a child's behaviour is of concern to Gatley Childcare Ltd, the parent's or carer's will be informed and together we can take positive action to overcome this unacceptable or disruptive behaviour. In extreme circumstances it may be necessary to exclude a child from the setting.

A graded response to sanctions

Sanction	Examples of behaviour
Verbal Warning (Green light)	Disruptive
Management Verbal Warning (Amber light)	Disruptive, Rudeness
Parents Informed (Red light)	Continued disruption, Mild aggression
Behaviour Diary—5 sessions (if both breakfast and after school attended in 1 day, then this accounts for 1 session)	Continued disruption, Refusal, Mild aggression

1 Session Exclusion	Continued disruption, Refusal, Mild aggression
5 Session Exclusion	Continued disruption, Refusal, Aggression following previous exclusion
Permanent Exclusion	Deliberate verbal/physical aggression. All other sanctions failed.

Child Protection Policy

Gatley Childcare Ltd and the group it represents, recognises its responsibility in ensuring that children have the right to be healthy, stay safe, enjoy and achieve, make positive contributions and achieve economic well-being.

It is the aim of Gatley Childcare Ltd to put systems into place that will present or minimise the risk of abuse occurring within its own organisation. Gatley Childcare Ltds' staff will be spending long periods of time with the children they care for, and as a result they may be the first to notice any unexplained or suspicious injury or changes in behaviour.

It is not Gatley Childcare Ltd's role to investigate any such concerns but to pass any suspicions and information onto the appropriate organisations.

All staff will be regularly trained and updated on all safeguarding children procedures and as a team, be responsible for carrying out the safeguarding children procedures. All staff will contribute towards maintaining the safety and well-being of the children and young people who attend Gatley Childcare Ltd.

STAFF.

All staff are required to complete a Disclosure and Barring Service (DBS) check, enhanced disclosure which will inform the provider and Ofsted of their suitability for working with children and young people. Any new staff will be supervised at all times until all relevant checks have been completed. In addition to this there is an ongoing training programme for all staff to gain updated information and refresher courses.

There will always be a minimum of two (2) staff with the children and young people at all times.

IF ABUSE IS SUSPECTED OR DISCLOSED...

If a member of staff has cause for concern or a child has made a disclosure of abuse it is their responsibility to report these issues to the designated person for safeguarding children, if it is inappropriate to discuss this issue with a parent contact will be made directly to Stockport Social Care immediately.

The following information will be passed onto Stockport Social Care

- Staff's name, address, telephone number and role.
- The Child's full name, address, contact phone number and date of birth, name of school that the child attends.
- The parents/carers details.
- Details of suspicion or disclosure, dates and details of the child's emotional state at the time
- A written statement giving all facts that Gatley Childcare LTD have on the issues.
- The parent/carer will be consulted throughout of the action to be taken, if appropriate.

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NB: at all times the information given will be fact and not assumptions.

ALLEGATIONS AGAINST STAFF MEMBERS.

Gatley Childcare Ltd recognises that this is a serious allegation and will take all measurable steps to ensure that staff are responsible for protecting children and young people and not being a cause for concern.

In the event of an allegation being made the following procedure will be adhered to:

- The allegation is to followed up in writing and given to the manager.
- The member of staff will be suspended whilst investigations are being carried out. .
- Ofsted, and if appropriate the police will be notified and asked for advice and guidance on the matter. Details of the staff member and the allegation will be passed onto these bodies. . Investigation will be carried out.
- All parties involved will be informed of the procedure, which is being followed.

All parents/carers of the children and young people who attend Gatley Childcare Ltd will be notified of the Safeguarding Children policy and will be required to read and sign a statement indicating their understanding and acceptance of the procedure.

If any concerns are raised these will be reported to Stockport Social Care and Ofsted for advice and guidance. OFSTED No 0300 123 1231

COMPLAINTS PROCEDURE

If you have a concern about any aspect of Gatley childcare Ltd, we want to hear about it.

Gatley childcare Ltd wishes to deal fairly and promptly with any complaints. If there are any concerns about any aspect of Gatley Childcare LTD, we hope parents will feel able to discuss them freely.

All complaints will be treated in the strictest confidence.

The following procedure will be followed in the event of a concern or complaint: -

1. Parents should discuss concerns immediately with the Manager. She will work with parents and any other parties involved, to try and resolve the situation. This is an informal approach but all complaints will be recorded by the manager on a Complaints Record Form. These records will be kept, after being counter-signed by the parents.
2. If preferred, parents can complete a Complaints Form(available from Gatley Childcare Ltd) and send it direct to the manager, who will then arrange to meet and discuss concerns.
3. All written complaints will be investigated and the parent/carer will be notified of the outcome within 28 days of having received the complaint.
4. Should complaints not be rectified satisfactorily following the above procedure, parents may get directly in touch with OFSTED to discuss their concerns: -

Office for Standards In Education

The National Business Unit

OFSTED

Piccadilly Gate,

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231 www.ofsted.gov.uk

COMPLIMENTS PROCEDURE

If you have compliments on any aspect of Gatley Childcare Ltd, we would like to hear about it.

Gatley Childcare Ltd aims to continually strive to improve the service that we offer. It is with your positive compliments and comments that we can do this.

The following procedure is in place for you to pass on any compliments: -

1. Verbally
2. Writing compliments down and putting these in the suggestion box.
3. Writing compliments down and passing these on to a member of staff.
4. Leaving Cards.
5. Letters can be sent to:

Gatley Childcare Ltd
C/o Gatley Primary School
Hawthorn Road,
Gatley,
Cheadle,
Cheshire
SK8 4NB

Tel: 0161 491 1123 / 07932-720011 / gatleychildcareltd@gmail.com

CONFIDENTIALITY POLICY

It is the policy of the setting to regard any information about a child or their families as strictly confidential.

All written information and records about all the children i.e. medical records, addresses and telephone numbers etc are kept securely locked at all times.

Certain information if it is in the interest of the child i.e. child protection, special needs, behavioural or medical reasons may need to be shared by other members of staff, though this would only be shared with parental consent.

The setting has a legal responsibility to take immediate action without parental consent on certain elements of the child protection policy.

EQUAL OPPORTUNITIES POLICY

Since the children act 1989, anti-discriminatory practice is required by law in all places where children are cared for. The child's religious, racial, cultural and linguistic background must be taken into account. This practice should be active in promoting positive images and reinforcing the self-esteem of all the children.

It is Gatley Childcare Ltd's policy to ensure that:

Each child is treated with equal concern.

Each child is regarded as an individual, with differing family background, experience, ability and expectation, avoiding stereotypical assumptions.

No child is excluded from an activity or situation on grounds of gender, race, culture, or ability.

Any additional requirements are responded to in a positive and sensitive manner.

Ensure that each child feels secure and valued, thus supporting the development of their self-esteem and self-confidence.

Each child is encouraged to respect others and show care and concern for other children around them.

Each child is encouraged to positively challenge and reject prejudice and stereotyping.

We will strive to provide positive images and accurate information through equipment and activities about gender, race, cultural, and religious differences and about various disabilities.

We are strongly committed to positive action to remove /counter discrimination in all aspects of our work. Equal opportunities are vital in staff recruitment as we recognise that the staff represent important role models for children and the image of our Club.

FIRST AID PROCEDURES

At Gatley Childcare Ltd more than half of our staff hold up to date first aid certificates.

In the unfortunate event of either a child or member of staff sustaining an injury, having an accident or that is suddenly taken ill. Certain procedures will be followed

1. Only a member of staff that holds an up to date first aid certificate will be allowed to administer first aid.
2. The other children will be excluded from the area if possible
3. The first aider will wear protective gloves.
4. The patient will be examined by a first aider, and made comfortable.
5. If appropriate first aid will be administered.
6. An accident report sheet will be completed.
7. In the event of an emergency, the illness/accident and emergency procedure would be followed.

Updated July 2026

Health and Safety Policy

Our Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Gatley Childcare LTD aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by Gatley Childcare LTD's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

Create an environment that is safe and without risk to health.

Prevent accidents and cases of work-related ill health.

Use, maintain and store equipment safely.

Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the Manager and Staff

The identification, assessment and control of hazards within Gatley Childcare LTD is vital in reducing accidents and incidents. Both the Manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of Gatley Childcare LTD's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by Gatley Childcare LTD's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The manager holds ultimate responsibility and liability for ensuring that Gatley Childcare LTD operates in a safe and hazard free manner. The Manager - is also responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Manager will ensure that adequate arrangements exist for the following:

Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.

Providing adequate resources, including financial, as is necessary to meet Gatley Childcare LTD's health and safety responsibilities.

Providing adequate health and safety training for all staff.

Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).

Reviewing all reported accidents, incidents and dangerous occurrences, and Gatley Childcare LTD's response, to enable corrective measures to be implemented.

Ensuring that all staff, students, volunteers and any other adult who come into contact with children at Gatley Childcare LTD have appropriate and up to date Criminal Record Bureau checks.

The Manager is responsible for the day to day implementation, management and monitoring of the Health and Safety policy.

The Manager will ensure that:

An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at Gatley Childcare LTD, as set out in this and other policies.

Regular safety inspections are carried out and the reports accurately logged.

Any action required as a result of a health and safety inspection is taken as rapidly as possible.

Information received on health and safety matters is distributed to the Registered Person and all members of staff.

An investigation is carried out on all reported accidents, incidents and dangerous occurrences.

Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

Have regard for any health and safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.

Take reasonable care for their own health and safety as well as of other persons who may be

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affected by their acts or omissions at work.

Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at Gatley Childcare LTD, are safe.

Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
Undergo relevant health and safety training when instructed to do so by the Manager.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on Gatley Childcare LTD. Therefore, Gatley Childcare LTD has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance.

Responsibility will, in most cases, rest with Gatley Childcare LTD, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If Gatley Childcare LTD is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, Gatley Childcare LTD has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

Gatley Childcare LTD's full responsibilities and procedures in respect of Health and Safety are contained in this policy, alongside the relevant sections of the following policies:

- . Staffing
- . Physical Environment
- . Equipment
- . Risk Assessment
- . Site Security
- . Fire Safety
- . Visits and Outings
- . Health, Illness and Emergency
- . Hygiene
- . Managing Behaviour
- . Child Protection
- . Documentation and Information

ILLNESS/ACCIDENT AND EMERGENCY POLICY AND PROCEDURE

If a child becomes ill whilst at Gatley Childcare LTD the procedure is:

1. Talk to the child to determine what the illness is.
2. Monitor and observe the child.
3. Record this information on the MagicBooking portal.
4. Provide a quiet area for the child to sit or lie down in. A playworker will stay with the child at all times.
5. Telephone parent or carer to come to collect their child.

If a child that has an accident whilst at Gatley Childcare LTD the procedure is:

1. Assess how, where and the nature of the injury.
2. If appropriate treat the injury.
3. Monitor and observe the child.
4. Contact parent if appropriate
5. Complete an accident report on the MagicBooking portal

In the event of an emergency

The parent or carer will be informed straight away and the child taken to hospital by a playworker, taking with them the child's information and emergency contact numbers.

NB. Prior written permission is asked for on the booking forms to enable the setting to take a child to hospital in the event of an emergency

LOST CHILDREN POLICY AND PROCEDURE

A child missing from Gatley Childcare LTD

If a child is missing from Gatley Childcare LTD the following procedures must be taken:

1. Check where and when the child was last seen.
2. Check the register that the child has been collected or brought to Gatley Childcare LTD.
3. Check whether or not child was at school,
4. Look in all inside and outside areas.
5. If the child is still missing, inform the parents and the Police and complete a written report.

A child missing when on an outing

If a child is missing from Gatley Childcare LTD when on an outing/visit the following procedures must be taken:

1. Check where and when the child was last seen.
2. Check that the child is not with another key worker.
3. Look in the immediate vicinity.
4. Report missing child to reception.
5. Report to the police and parents if still not found.

MEDICATION POLICY AND PROCEDURE

There are certain instances when it becomes necessary for children to take medication during club hours. Because of this, Gatley Childcare LTD must adopt and follow specific procedure for dispensing medication to children during Club hours. This is necessary for the protection of the child as well as the person giving the medication.

- The only medication that Gatley Childcare LTD is obligated to dispense is that medicine prescribed by a licensed physician.
- A medication form (available from Gatley Childcare Ltd) must be used for all medication given at Gatley Childcare LTD.
- All bottles or containers must be labeled properly before being accepted. Example: name of child, name of medicine, time and dosage.
- Medicine is to be dispensed by the Manager or her deputy in her absence.
- All medication will be taken in the presence of the designated staff member.
- In order to be sure that everyone has received their medication for the day, a check list will be made.
- It is the parent's duty to notify Gatley Childcare LTD when medication has been discontinued.
- The parent will be expected to pick up any remaining medications or authorize the manager to dispose of it.
- It is the parent's duty to notify Gatley Childcare LTD when a child's medication has been changed. A new medication sheet must be filled out.

Self administration of medication is allowed with specific procedures and authorisation. Check with the manager if this applies to your child.

NO SMOKING, DRUGS OR ALCOHOL POLICY

Gatley Childcare Ltd has a strictly no smoking, drugs or alcohol policy at all times. Any member of staff, parent or child found to be violating this policy will be automatically excluded from Gatley Childcare LTD.

ACCIDENTS

All accidents will be recorded in the accident report book, the parents are informed when they collect their child and asked to sign it.

There is at least one member of staff that holds an up to date first aid certificate at Gatley Childcare LTD or on outings at all times.

The first aid box is replenished continually.

MAJOR ACCIDENTS

First aid will be applied by a first aider. An ambulance will be called, the parents are contacted and arrangements made to either meet the ambulance or at the hospital. If the parent is unable to meet the ambulance a playworker will accompany the child to hospital, taking along the child's details and contact numbers. A full detailed report will be made and the parents will be asked to sign this when appropriate.

FIRE DRILL

The fire drill procedure is practiced each half term. The procedure is displayed on the wall at all times, with staff members being made fully aware of what their responsibilities are.

ACTIVITIES

Activities are supervised at all times. All equipment, toys and games are regularly inspected for wear and tear, breakages, pieces missing or faulty and any found are either discarded or repaired. Potentially dangerous activities such as cutting, gluing or baking will be constantly supervised.

RATIOS

The setting has a ratio of one staff member to eight children and on outings this ratio is one staff member to five children.

**OPERATIONAL PROCEDURE FOR HANDING CHILDREN OVER TO
SCHOOL AT 8.40/9.00a.m.
(BREAKFAST CLUB)**

- 1, Reception Children will be taken to class teachers.
- 2, Children in the key stage one will make their way to class in their individual wave.
- 3, Children in the key stage two will make their own way to class in their individual wave.

**OPERATIONAL PROCEDURE FOR COLLECTING CHILDREN FROM
SCHOOL AT 3.10/3.30p.m.
(AFTER SCHOOL CLUB)**

- 1, Reception Children will be collected from the hall at 3.10pm
- 2, Nursery children will be collected from their classroom at 3.25pm
- 3, Children in the key stage one will make own way to Gatley Childcare LTD, once familiar with location.
- 4, Children in the key stage two will make their own way to Gatley Childcare LTD.
- 5, Daily registers of all children attending each session will be taken.
- 6, Lost or missing children policy put into action if appropriate.
- 7, Children assigned to their key worker.
- 8, Ratio of staff and children 1:8.

OUTINGS POLICY AND PROCEDURE

When ever possible a member of staff will visit the proposed venue before hand to undertake a risk assessment.

Parents must sign the correct consent forms which are sent with the confirmation letter or given on the first day of registration each week.

The outings planned are usually free or inexpensive and, where possible, within walking distance.

The children carry their own lunch and bags. A bag they can carry when walking is essential.

The adult child ratio for outings is 1 to 5 for children under 11 years old. Groups of 10 children is the normal size for each outing.

A list of the children on the outing is taken, (an identical list is left at the site), with a travel first aid kit, contact telephone numbers, a mobile phone as well as drinks and snacks if appropriate.

When walking alongside busy roads (we try to avoid busy roads) there is a playworker at the front and at the back of the line of children. Roads are crossed using the official crossings where possible.

PARENT OR CARER INVOLVEMENT POLICY

We recognise the importance of and are willing to spend time conversing with parents:-

- To draw on parents' detailed knowledge of their children
- To offer help and support where necessary
- Parents are made to feel welcome, valued and respected.
- If a parent feels they have the time, and has a skill that would help to benefit the children i.e. baking, sewing, football etc please come and speak to a member of staff

- It is the parents' responsibility to collect their child in plenty of time to be able to discuss their child's day with a member of staff.
- At our club we recognise what a valuable resource of knowledge all our parents have. We welcome their help and support in our efforts to encourage positive attitudes towards different races and cultures.

SPECIAL NEEDS POLICY INCLUDING EDUCATIONAL NEEDS AND DISABILITIES

In line with our Equal Opportunities Policy, Gatley Childcare Ltd welcomes all children and endeavours to promote an atmosphere of encouragement, acceptance and respect. Our aims are to offer a level of support and care to meet the individuals needs of each child.

We aim to see all children as individuals, recognising their uniqueness and strengths.

A child with special needs would be admitted to Gatley Childcare Ltd after consultation with parents and staff to ensure the needs of the child would be met.

All children have equal access to all activities, making adaptations if and when necessary.

We have a ratio of staff 1:8 children per session. If a child needed extra assistance additional help would be sought.

We would liase with parents and additional professionals to ensure that each child is encouraged to participate in a wider range of activities available.

Confidentiality will be maintained at all times. However information regarding a child's progress or needs will be shared with relevant members of staff.

VISITORS POLICY AND PROCEDURE

To ensure every possible precaution is taken for the safety of all at Gatley Childcare Ltd certain measures will be taken when anyone visits the setting. During the Covid -19 epidemic, unfortunately we will not allow visitors at the moment unless it is an emergency.

All visitors at Gatley Childcare LTD must follow the follow the visitors' procedure.

The visitor must show proof of identity

They must sign the visitor's book giving the following information:

1. Date
2. Name
3. Reason for the visit
4. Time arrived
5. Signature
6. Time the visit ended

‘Visitors are on no occasion left unsupervised with a child’

UNCOLLECTED CHILD POLICY

At the end of every session, Gatley Childcare LTD will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer-phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answer-phone. Furthermore, a note will be left on the door of Gatley Childcare LTD's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from Gatley Childcare LTD's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of Gatley Childcare LTD until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.

- Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the loss of their child's place at Gatley Childcare LTD.

GATLEY CHILDCARE LTD

C/o Gatley Primary School
Hawthorn Road,
Gatley,
Cheadle,
Cheshire
SK8 4NB

As part of our ongoing planning and assessment of the activities we provide, we will be using photographic evidence to help record activities and games involving the children. Complete confidentiality is assured at all times, with no references shown of individual children or their families.

If you have any queries or concerns regarding this matter please feel free to come and speak to myself or another member of staff.

Yours faithfully

Mrs H Wilde

Whistle Blowing Policy

What is Whistle Blowing

It is a procedure in which the manager will expect to act swiftly and constructively in the investigation of any concerns in accordance with Gatley Childcare LTD's disciplinary procedure. Gatley Childcare Ltd expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the manager any serious impropriety or breach of procedure.

Purpose

The procedure is designed to enable employees to notify the manager of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the reputation of the Gatley Childcare Ltd and to help maintain public confidence,

Concern about a colleague's professional capability should be dealt with using this procedure.

When should it be used?

The procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about her own situation.

Employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.

No employees who use this procedure in good faith will not be penalised for doing so. Gatley Childcare Ltd will not tolerate harassment/ or victimisation of any employee raising concerns.

Blowing the Whistle on Malpractice.

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:-

- fraud or corruption
- unauthorised use of Gatley Childcare Ltd's goods
- the physical, emotional or sexual abuse of employees or children
- failure to comply with legal obligations
- endangering of an individual's health and safety
- damage to the environment

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- a criminal offence
- showing undue favour to a employee or trainee

Mechanism for raising concerns

Where the issue concerns your manager or, having made your report, you believe she has failed to take appropriate action, then you should bring it to the attention of the deputy manager, or contact Ofsted helpline on 0300 123 1231.

Depending on the nature of the concern, the complainant will be asked to do this in writing. It will be helpful to note down any facts and dates as they happen.

Employees who want to use this procedure but feel uneasy about it may wish to bring a friend or representative along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

GATLEY CHILDCARE LTD

CHILD PROTECTION STATEMENT

I have read and understood Gatley Childcare Ltd's Child Protection Statement and agree to adhere to it.

I also understand and accept that if my child/children make a disclosure, or the staff have cause for concern that they will notify Social Care and Ofsted to inform them of the situation.

This will result in investigations taking place.

Declaration:

I have read and understand this safeguarding policy.

Signed: (parent/carers)

Of (child's name)

Date:

One copy to be retained by Parent/Carer, the other to be returned to Gatley Childcare Ltd

Privacy Notice

Gatley Childcare Ltd, C/o Gatley Primary School, Hawthorn Road, Gatley
Cheadle, Cheshire, SK8 4NB.

Data Protection Officer: Mrs H Wilde

Introduction:

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

What is personal data:

Personal data is defined as data which relates to an individual who can be identified from that data or other information held.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

Your child's name, date of birth, address, health and medical needs, development needs, and any other educational needs as appropriate.

We will also ask for information about who has parental responsibility for your child.

Personal information that we collect about you include:

Your name, home and work address, phone numbers, emergency contact details and phone numbers and your email address.

This information will be collected from you directly in the application form.

Information Sharing Policy statement

This policy is intended to ensure that personal information is dealt with correctly and securely and is in accordance with the Data Protection Act 2018, and other relevant legislations. It will apply to all information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about circumstances when, and the reasons why we are obliged to share information.

We record and share information about children and their families in line with the six principles of the General Data Protection Regulation (GDPR) (2018) which are further explained in the Policy Packs that were given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in forms that permits identification of data subjects for no longer than necessary for the purposes for which the data is processed.
6. Processed in a way that ensures the appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest.

If it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult.