



Early Years Foundation Stage Policy

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Responsibility: Manager

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Introduction

Camp Canary's remit includes caring for Reception children aged four and five and we are therefore bound by the statutory Early Years Foundation Stage Framework (EYFS). In particular, we must abide by all Safeguarding and Welfare Requirements in Section 3 of the EYFS. As an out-of-school provider, we are not bound by Sections 1 or 2 but do consult their Learning and Development Requirements for guidance in planning our activities and play environments for children of this age.

We recognise the Overarching Principles of the EYFS and strive to operate a welcoming, high-quality, and safe environment. We do this by:

- Getting to know each child individually and developing a positive relationship with them. This is done through:
 - Collection of child data on our booking site ('MagicBooking').
 - Early Years Settling Surveys.
 - Inductions on the first day including meeting key workers and members of the leadership team.
 - Name badges and registers that help communicate important information about a child to staff members.
 - Staff ratios that allow our staff time to observe and develop a relationship with each child.
 - A staff code of conduct that underlines best practices for behaviour management.
- Encouraging children to exercise independent choice through choosing between different timetabled activities.
- Offering age-appropriate play environments and activities in the classroom, playground and sports settings that support the curriculum taught in school.
- Communication with parents about their child's development.

Safeguarding and Welfare Requirements

In order to promote the safety and welfare of children, Camp Canary enacts the following procedures.

Health

Camp Canary takes seriously its responsibility to promote the health of children. As such, we:

- ensure children wash their hands regularly.
- have an Illness and Accident Policy, a First Aid Policy, and a COVID Policy that outline what to do when children are sick or injured.
- keep medications locked away where children cannot reach them, but staff can access them quickly in an emergency.
- administer medications as prescribed, record this, and share this information with parents on the day.
- have a Food Safety & Healthy Eating Policy, including providing nutritious snacks and preparing them safely.
- have clean drinking water that children can drink, either from their own bottles or cups that we provide.

- have a store of spare clothes to help ensure the hygiene of children who have toilet accidents or get wet/muddy while playing at Camp.

Premises

- Camp Canary operates out of Canary Wharf College's East Ferry Campus, being satisfied that these premises are safe, suitable for children, and compliant with fire safety and hygiene. This includes:
 - separate toilets for children and adults.
 - a meeting room where adults may speak confidentially out of the hearing of children.
 - a staff room where staff may take breaks away from children.
- A daily premises risk assessment is carried out ensuring the safety and ongoing suitability of the site.
- A first aid kit is accessible onsite and is refilled monthly or sooner if needed.
- When necessary, we evacuate the site according to our Emergency Evacuation & Closure Policy. Fire drills are carried out at least once a term.
- Children have regular supervised access to outdoor play areas.
- Visitors or people who have not been vetted by Camp Canary or Canary Wharf College must sign in and identify themselves by wearing a red lanyard.
- Camp Canary holds appropriate public liability insurance.

Record-Keeping

- The following information about a child is collected via MagicBooking when parents sign their child up for our service:
 - Full name.
 - Date of birth.
 - Name and address of every parent/carer.
 - Which parent/carer the child normally lives with.
 - Emergency contact details.
 - School and class group.
 - Relevant SEND, medical, dietary and allergy information.
- Detailed records are kept of staff, including name, telephone number and address as per EYFS requirement. Staff rotas for current, upcoming, and past Camps are kept on file.
- Camp Canary ensures the privacy of our records according to our Data Protection Policy. Staff inductions include principles of confidentiality.
- Information that would normally be protected under GDPR may be shared when necessary for Safeguarding procedures.

Staff

Camp Canary:

- employs Play Workers, Sports Coaches, Drama Leaders, and members of the onsite leadership team (Coordinator, Coordinator Support) on a freelance or casual basis. Staff responsibilities and placements for each Camp are determined by the Manager according to staff members' availability, skills, and experience.

- strives to model inclusivity to children through fair and non-discriminatory treatment of potential and existing staff members.
- ensures all staff members' English language skills are sufficient for record-keeping, liaising with other agencies, emergency communication and understanding instructions.
- surveys new staff members' medical needs, including prescriptions taken and any medical reason why a staff member should not be working with children, including alone.
- ensures new staff are confident in their roles, by means of an induction that includes a training video, the staff handbook, and a tour of the premises.
- observes the work of its staff members in order to constantly improve our service.
- asks staff to declare yearly if anything has changed regarding their suitability to work with children (e.g., new criminal convictions, new medical conditions).
- ensures staff undertake regular Safeguarding training (usually every three years) including recognising the signs of abuse.
- has a Staff Code of Conduct that prohibits being under the influence of alcohol or illicit drugs while at Camp, and smoking or vaping on the premises.

Specific Roles

- Camp Canary has a Designated Safeguarding Lead on staff and takes steps to Safeguard children as laid out in our Safeguarding Policy.
- While the Club is operating, there is always at least one qualified Paediatric First Aider onsite.
- Key workers are assigned to Early Years children to help children feel safe and confident, and to communicate with parents about their child's time at Camp and any concerns. These key workers are usually the Early Years Play Worker and the Early Years Assistant.
- Qualifications for the Manager and Deputy are in line with EYFS paragraph 3.37. The current Manager is Amy Garner Buchanan; in their absence the Deputy is Pearl Webber.
- We have arrangements outlined in our SEND Policy for the support of children with Special Educational Needs and Disabilities, including the appointment of a SENCo.

Statutory Bodies

Camp Canary:

- follows a Safer Recruitment Policy to ensure that the people looking after children in our care are suitable, including:
 - Disclosure and Barring Service (DBS) checks and relevant international equivalents
 - criminal record disclosures (which we then report to Ofsted within 14 days)
 - keeping records of relevant staff qualifications
- complies with Ofsted inspections, recommendations, and registration requirements.
- reports to the DBS and Ofsted any staff member who has left our employ due to Safeguarding concerns.
- reports to Ofsted any case of two or more children being affected by food poisoning within 14 days.

- complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and also reports serious injuries to Ofsted and the Multi-Agency Safeguarding Hub (MASH) within 14 days.
- where necessary liaises with, and follows guidance from, the MASH of the borough in which a child resides.
- complies with the full list of changes which must be reported to Ofsted, found in the EYFS section 3.87.

Supervision of Children

- Children are always within sight and/or hearing of a staff member, and while eating are supervised by a staff member who can both see and hear them.
- An overall ratio of at least one adult per eight children is adhered to while on site. Additional adults attend any offsite trips.
- All staff members supervising children are at least 17 years old.
- Camp Canary trains all its staff on its Behaviour Policy, including the prohibition on corporal punishment or the threat thereof.
- Records are kept of times when physical intervention is necessary, and this is shared with parents on the day.
- Children are only released into the care of their parent/guardian, or an individual named by the parent/guardian. Early Years children may not walk home alone.

Where to Find Further Information for Parents

- Camp timetables are posted in the following places:
 - campcanary.co.uk (under the 'Activities' tab)
 - facebook.com/campcanarylondon
 - instagram.com/campcanarybooking
 - during Camps, on the parents' board next to the front door
- Information about food provided at Camp is included in booking confirmation emails. A snack menu is on the parents' board during Camps.
- All our policies including our Complaints, Safeguarding and SEND Policies can be found at campcanary.co.uk (under the 'About Us' tab). Hard copies can be viewed and copied on request during Camps.
- Cancellation and Complaints Policies, along with our Ofsted registration certificate, are also posted on the parents' board during Camps.
- Staff members working during each holiday have their names and photos posted near the registration table. Parents are invited to meet their child's key workers during their induction on the first day.
- The emergency contact for Camp Canary in all cases is 07737042024. This is posted on or near the front entrance during Camps.

Written in accordance with the Early Years Foundation Stage Statutory Framework 2024