



Connect | Play | Create | Learn | Be



The Hive Club is a community focused wraparound provision where children feel safe, valued and inspired to play.
Our culture is built on connection, community and compassion, where children's voices matter and staff work together to create a joyful and secure environment.

Key Policies and Procedures for Parents

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The Hive Club provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult. 28

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Mission Statement

The Hive Club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured. We promote the wellbeing of children and staff through a positive environment, supportive relationships and opportunities for rest, play and connection.

Our Core Values

Connection Community Compassion

Aims and objectives

The Hive Club aims to:

- Provide exceptional wraparound care for children aged 4-11.
- Offer an inclusive service, accessible to all children in the community.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions.
- Offer a wide programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parents to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers.
- Keep parents and carers informed about changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well-trained staff and offer them appropriate support.
- Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation.
- Promote British values including democracy, mutual respect, individual liberty and tolerance.
- Work in partnership with West Sussex County Council and our partner schools.

This policy was adopted by: The Hive Club	Date: January 2025
This policy will be reviewed periodically and updated as required to reflect changes in practice, legislation or the needs of the setting.	Signed: Rebecca Hope

Admissions and Fees Policy

The Hive Club is registered with Ofsted. We provide care for 30 children between the ages of 4 and 11, primarily serving the children of Thomas A Becket Infant and Junior Schools.

The Hive Club aims to provide consistent, reliable wraparound care for primary school children while maintaining a strong community environment. When allocating places for the new academic year, priority is given to ensure continuity of care and to support families who already rely on the provision.

Allocation of Places

Places at The Hive Club are allocated in the following order of priority:

1. Children with an existing Hive Club contract
Continuity of care is prioritised for children who currently attend The Hive Club.
2. Children with additional needs (SEND) where The Hive Club forms part of their established support routine
Maintaining stability in childcare arrangements is important for many children with additional needs.
3. Siblings of children with an existing Hive Club place
Including siblings starting Reception at the partner school.
4. Children already attending activities or sessions at Our Hope Hive whose siblings are starting school
5. New Reception starters
6. All other applications, allocated in order of application date.

Confirmation of Places

Each spring term, current families will be invited to confirm their required sessions for the following academic year.

Current families must confirm their September sessions by the stated deadline. After this date, unconfirmed places may be offered to families enquiring for September.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

Registration

Parents or carers wishing to register their children at The Hive Club will do so via our booking system kidsclub. Parents and carers will be able to make or cancel bookings, access past bookings details and payment history 24/7. They will also have full control of theirs and their children's data including health care plans, emergency contact details, authorised collectors and communication preferences. There is a non-refundable registration fee of £5.

Payments

Parents can spread the cost of their booking with a monthly instalment plan. Your payments will be equal every month, making it easy to budget your expenses. It works like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

Waiting List

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary registration details - registration, medical, acceptance of Terms and Conditions, privacy notice, booking details and permissions etc before their children can attend the club.

- Contracted place:

Once booked, this is your child's place for as long as you need it. If a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, 4 weeks' notice in writing is required.

- Ad-hoc bookings:

We will accept ad-hoc additional sessions if there are places available. Due to the short-term nature of ad-hoc sessions, no refund will be given in case the session is not attended.

Fee structure

Fees are charged at the rates listed on kidsclub with sibling and weekly discounts. There is also a discount in place for staff of TAB and The Hive Club. The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/ Universal Credit and to also register for childcare vouchers through their work for Tax Free Childcare.

We accept the following Childcare Voucher Providers

Computershare

If your Childcare Voucher Provider isn't listed, please let us know so that we can register with the provider.

Payment Terms

- Parents and carers will be able to spread the cost of their booking with a monthly instalment plan. Fees are payable up to 10 days in advance of your child attending the session.
- Types of payment available are Credit/Debit card (in full or payment plan), Childcare Voucher and Tax-free Childcare.
- There is a charge of £8 for each late collection, which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not
- We offer a 5-10% discount for siblings

Payment of fees

Fees are reviewed annually. The Hive Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

If fees are not paid, the Club will email the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Terms and Conditions – The Hive Club

Please read these Terms and Conditions before booking with The Hive Club. By booking, you agree to abide by the following:

1. Bookings and Registration

All children must be registered via our booking system before attending.

Accurate information about your child must be provided and kept up to date (including allergies, medical needs, and emergency contacts).

2. Payment

- Please see our fees policy
- Payments are collected monthly, and you must give one month's notice to cancel a contract.

3. Late Collection

An £8 charge applies if a child is collected late.

Repeated late collection may result in suspension of service.

4. Behaviour and Safeguarding

We may refuse or withdraw bookings if a child's behaviour poses a risk to others or violates our safeguarding policy.

We operate under a strict safeguarding procedure and will report any concerns appropriately.

5. Illness and Medication

Children should not attend if they are unwell (vomiting, fever, infectious conditions).

Medication will only be administered with written parental consent and clear instructions.

Medical and dietary information should be on your child's information on kidsclub.

6. Liability

The Hive Club is not responsible for lost or damaged personal items.

Our staff are first aid trained, DBS-checked, and always follow appropriate safety procedures.

We have a Designated Safeguarding Lead – Jackie Sim.

We have termly fire drills.

This policy was adopted by The Hive Club

Date: April 2026

To be reviewed: January 2027

Signed: Rebecca Hope

The Hive Club Local Offer Document

Introduction

The Hive Club in Worthing provides wraparound care for children aged 4-11. We welcome all children, ensuring inclusive access to a variety of play opportunities and activities at Our Hope Hive Community Hub. While not an educational setting, we support healthy development and learning through play.

We aim to ensure every child feels they belong at The Hive Club and can participate fully in our play environment.

Local Authorities must publish information about services for children and young people with special educational needs and/or disabilities (SEND). This document outlines how we support children with SEND at our club, answering key questions designed by local authorities with input from parents and carers.

How does The Hive Club know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

When registering your child, you'll complete records on kidsclubHQ including a section with any special needs or requirements. Our SENCO will contact you to discuss your child's strengths and support needs and communicate these to the team.

Our SENCO is available to address any concerns once your child starts. They closely monitor your child's needs and provide regular feedback.

Our club is inclusive, and we strive to support all children. We collaborate with parents, carers, schools and other organisations to ensure your child's needs are met.

How will The Hive Club Team Members support my child?

Our team includes a SENCO and play leaders who work with the children daily. If your child needs individual support, we will increase staff ratios and identify a named inclusion play leader for your child. Our team ensures all children are welcomed, respected, safe, and have access to a variety of activities.

A named inclusion play leader will assist with personal care, medical needs, access, mobility, and participation. Regular feedback from you and your child helps us meet their needs effectively.

How will the curriculum be matched to my child's needs?

We offer a diverse range of planned, adult-led, and freely chosen activities, prioritising play and its many benefits alongside additional activities provided by external experts. While not required to follow a formal curriculum, we tailor activities and resources to enhance individual learning and support children's well-being and development. For reception children, activities complement what is happening in school and their Education Health Care Plan if they have one. Our planning always considers the Early Years Foundation Stage areas of learning and development, adapting activities to support various skills such as social skills, behaviour, sensory needs, and motor skills.

Reception children receive additional support through a keyworker, who welcomes them each day, helps them settle in, and provides feedback on their sessions. The keyworker also creates an 'All About Me' journal, filled with the child's artwork, mark-making, photographs, and short observations from their time at the club.

For children in other age groups, we may provide a keyworker based on their needs. All play leaders are vigilant to any additional support requirements and communicate observations to the club SENCO. The SENCO will always discuss any concerns with you and, in partnership with you, liaise with other services

as needed. The SENCO also maintains regular contact with your child's reception class teacher to ensure consistency and support. We recognise that each child is unique and adapt our approach to meet their individual needs.

Where appropriate we create Individual Support Plans (ISPs) in partnership with parents and schools.

How will both you and I know how my child is doing and how will you help me to support my child's learning?

Our consistent team and high staff ratios allow us to understand each child's unique personality, likes, and dislikes. We nurture and support them individually, intervening when necessary. If your child has an inclusion play leader or keyworker, they receive even closer attention. Our approachable team provides feedback about your child's session when you collect them.

Children's needs and safeguarding are regularly discussed in team meetings, with all staff trained in safeguarding responsibilities. Concerns are shared with the SENCO, who will discuss them with you. The SENCO is available daily during pickup or by phone for urgent matters and can set aside time for private discussions.

You will be involved if extra support or new strategies are needed. Our support complements what is helpful at home and school. With your consent, the SENCO will coordinate with the school SENCO or teacher to ensure consistent support. We also encourage your child to share their views on the support provided.

What support will there be for my child's overall wellbeing?

Our team ensures your child is fully engaged and stimulated by tailoring activities to meet their needs, encouraging participation, and supporting peer interactions and friendships. We balance stepping back to promote independence with intervening when needed.

Our staff are skilled and trained in first aid, health and safety, behaviour management, inclusion, play, and safeguarding. They are DBS checked and well-versed in procedures to maintain a safe, secure, and emotionally supportive environment.

We promote positive behaviours, creating a supportive atmosphere sensitive to individual needs. Clear policies cover safeguarding, behaviour, and special educational needs and disabilities. Medicines are administered as agreed with you and personal care is always to the plan agreed and normally with two team members.

Our club offers diverse play opportunities, including quiet, energetic, creative, and sensory activities, both indoors and outdoors. We provide healthy snacks and encourage social interaction during snack times.

What specialist services and expertise are available at or accessed by the setting?

Our SENCO is a qualified at L3+ and Designated Safeguarding Lead and has certifications in First Aid and Food Hygiene. Training and information are shared with the team through meetings and in-house

sessions. Team members have diverse skills and training in equality, diversity, SEND, behaviour, health and safety, and food hygiene, along with prior experience working with children.

We arrange specific training for team members involved in personal care based on children's individual medical needs, coordinated with local health professionals. We partner with school staff, including Safeguarding Leads and SENCOs, and collaborate with the West Sussex Safeguarding Children Partnership and work with the Wraparound Care Team in West Sussex. We also engage with childcare and health professionals and children's services, seeking advice, information, or training in specialist areas as needed.

What training have the Team Members, supporting children with SEND, had or are having?

We expect all our Team Members to support children with special educational needs and disabilities. All new Team Members receive a copy of our SEND policy when they join and attend an annual team training session on all our policies and procedures including our SEND policy. We provide inclusion training for the team at our annual training.

Our Team Members are encouraged to access training provided by local authority early years and childcare on Equality, Diversity, Makaton and SEND.

Our policies and procedures are reviewed regularly and shared with our club teams to ensure continued good practice.

How will my child be included in activities outside the setting including trips?

Trips may occur during After School club sessions. The Management Team visits trip locations in advance to complete comprehensive risk assessments, including specific SEND assessments covering accessibility, transport, behavioural support, toilet facilities, and activity access.

If necessary, we complete individual risk assessments for children with special needs, considering 1:1 support and developing a tailored plan for the day in consultation with parents. We will inform you of any safety concerns regarding a trip's suitability. Note that 1:1 support is subject to local authority funding. The club team is fully briefed to ensure inclusivity for all children.

How accessible is the setting environment? (Indoors and outdoors)

Our club is fully accessible for wheelchair users and includes an accessible toilet and changing facilities and adjustable height of work spaces etc. We ensure well-lit areas, clear walkways, ample space, and accessible resources. The outdoor play areas are also fully accessible, with quiet and comfortable spaces available indoors.

We use PECS visual aids to support communication and routines for children who need them. For children with English as a second language, we collaborate with families to learn key words, include them in planning, and display them on notice boards. Our resources, including multilingual books, sensory items, and comfort toys, are regularly updated and assessed for each child's needs.

The SENCO works with parents, childcare, and healthcare professionals to meet your child's access, communication, and resource needs. We proactively apply for extra funding to support your child's requirements.

How will the setting prepare and support my child to join the setting, or transfer to a new setting/school?

Before joining, you'll complete registration details and possibly additional forms like Individual Needs, Allergies, and Medicine Consent. For children in reception, we require an Early Years Foundation Stage 'About Your Child' form. We may also request information from your child's nursery or school, including care plans and support strategies. Our SENCO might visit your child's school or nursery.

You and your child are welcome to visit the club beforehand to meet the team and explore. Our team will ensure your child feels secure and comfortable during their transition. The club SENCO will collaborate with you and your child's teacher for consistent care. We also assist with the transition to secondary school if required.

How are resources allocated and matched to children's special educational needs?

The club has an annual budget for toys and equipment, determined by the CEO and SENCO based on the children's interests, needs, and suggestions from the team and parents. We have a variety of basic resources, including arts, crafts, books, games, toys, sensory resources, music, and outdoor equipment, with additional resources bought regularly.

Resources are considered for individual children, providing SEND resources when necessary. We do not receive funding for specialist equipment but support applications for such funding.

Healthy snacks are provided, considering allergies, food intolerances, and dietary requirements.

Staff ratios range from 1:8 to 1:13, adjusted for children's needs and safety, and are increased for trips. We rely on Local Authority funding and parent/carer contributions to increase ratios for inclusion play leaders. We advocate for funding and are proactive with applications to assist with this.

We offer in-house training and have a budget for external courses, including specialist training for individual children's needs, such as administering specific medicines or Makaton.

How is the decision made about what type and how much support my child will receive?

Admission depends on availability. If your child needs additional support, the SENCO will discuss their needs with you and may contact your child's school or nursery, and other involved agencies, with your consent. The SENCO will also consider your child's Educational Health Care Plan (EHCP) if applicable.

The SENCO will decide on necessary steps or adjustments for your child to start, including specialist training for staff or funding for one-on-one support. If adjustments aren't possible, the SENCO will discuss alternatives with you and involve agencies, advocating for your child's attendance. If attendance isn't feasible, you will be informed promptly.

Once attending, your child's support is reviewed continuously with input from you, your child, the team, and other agencies. Inclusion play leaders provide daily feedback, and the SENCO reviews Individual Needs Feedback forms every half term. Any concerns or suggestions will be discussed with you immediately.

How are parents and carers involved in the setting? How can I be involved?

Your feedback and ideas are vital to making our club work for your family. From completing your registration details to daily conversations and our annual online questionnaire, your input shapes the care we provide.

The SENCO is available daily for informal feedback and can arrange private meetings for more in-depth discussions. Inclusion play leaders or keyworkers are also available for daily chats about your child's experience. We share all information and concerns with you (unless it compromises your child's safety) and collaborate with you on their support needs.

We welcome your ideas on how you'd like to get involved and ask you to keep us informed about your child's needs and updated contact information.

Who can I contact for further information?

For initial or general enquiries, email us at thehiveclubworthing@gmail.com

For day-to-day feedback or concerns, talk to the SENCO or call the club's mobile. If the club is closed or the SENCO is busy, leave a message, and they will get back to you as soon as possible.

This policy was adopted by: The Hive Club	Date: March 2026
This policy will be reviewed periodically and updated as required to reflect changes in practice, legislation or the needs of the setting.	Signed: Rebecca Hope

Complaints Policy

At The Hive Club we aim to work in partnership with parents to deliver a high-quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed to amend our practices for the future. Our complaints policy is always displayed on the premises. Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.

The club manager is usually responsible for dealing with complaints. If the complaint is about the manager, the CEO will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of club activity:

- The manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:

- The parent will discuss the matter with the CEO, who will then discuss the complaint details with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the CEO. The CEO will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the club's practices or policies because of the complaint.
- Meet relevant parties to discuss the club's response to the complaint, either together or on an individual basis.

If child protection issues are raised, the manager will refer the situation to the club's Child Protection Officer, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the manager will contact the police.

Making a complaint to Ofsted

Any parent or carer can submit a complaint to Ofsted about The Hive Club at any time. Ofsted will consider and investigate all complaints. Ofsted's address is Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231 (general enquiries)
0300 123 4666 (complaints)

Email: enquiries@ofsted.gov.uk

The CEO is Rebecca Hope thehiveclubworthing@gmail.com

This policy was adopted by: The Hive Club	Date: January 2025
To be reviewed: January 2027	Signed: Rebecca Hope

Safeguarding and Child Protection Policy

Statement of Commitment

The Hive Club is committed to safeguarding and promoting the welfare of all children. We believe safeguarding is everyone's responsibility and that every child has the right to grow up in a safe, supportive and nurturing environment. We promote a culture of vigilance, openness and respect where

children feel safe, listened to and valued. Safeguarding is embedded in our daily practice, staff supervision, training and decision-making. All staff understand their responsibility to identify concerns at the earliest possible stage, share information appropriately and take prompt action to protect children. The welfare and best interests of the child are central to all decisions we make.

This policy reflects the guidance set out in:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- West Sussex Safeguarding Children Partnership procedures
- Prevent Duty Guidance

Safeguarding includes protection from:

- abuse and neglect
- exploitation
- peer-on-peer abuse
- online abuse
- domestic abuse
- radicalisation and extremism
- child criminal exploitation and county lines
- female genital mutilation (FGM)
- forced marriage

Safeguarding also includes ensuring children grow up with safe care, strong relationships, and opportunities to thrive.

Designated Safeguarding Leads

The Hive Club has clear safeguarding leadership.

Designated Safeguarding Lead (DSL):

Club Manager / Registered Person

Deputy DSL:

Assistant Manager

There will always be a trained DSL or Deputy DSL available during sessions. The owner is also a trained DSL.

The DSL is responsible for:

- coordinating safeguarding and child protection procedures
- responding to concerns and disclosures
- maintaining safeguarding records
- liaising with parents where appropriate
- making referrals to Children's Social Care
- working with schools, DSLs and other agencies
- ensuring staff receive safeguarding training and updates

The Hive Club works closely with local schools and their Designated Safeguarding Leads to ensure safeguarding concerns are shared appropriately and children receive coordinated support.

Safer Recruitment and Staff Conduct

The Hive Club follows robust safer recruitment procedures to ensure all adults working with children are suitable.

This includes:

- enhanced DBS checks for all staff
- references verified before employment
- safeguarding questions during interviews
- probationary periods for new staff
- clear staff code of conduct

All staff understand that safeguarding concerns may arise from:

- adults working with children
- visitors to the setting
- parents or carers
- other children

Staff must remain vigilant and report any concerns immediately.

All staff must follow the Staff Code of Conduct. This includes expectations around professional boundaries, appropriate physical contact and conduct with children.

Child Abuse and Neglect

Child abuse is any form of maltreatment that harms a child's health, development or dignity.

Abuse may be carried out by adults or other children.

The four main categories of abuse are:

Emotional Abuse

Persistent emotional maltreatment that affects a child's emotional development. This may include humiliation, intimidation, rejection, isolation or exposure to domestic abuse.

Physical Abuse

Deliberately causing physical harm to a child such as hitting, shaking, poisoning, burning or otherwise harming a child.

Sexual Abuse

Forcing or enticing a child to take part in sexual activities, whether the child understands what is happening.

Neglect

Persistent failure to meet a child's basic needs including food, clothing, supervision, medical care and emotional support.

Recognising Signs of Abuse

Possible indicators of abuse may include:

- sudden changes in behaviour
- withdrawal or extreme anxiety

- unexplained injuries
- poor hygiene or persistent hunger
- reluctance to go home
- sexualised behaviour inappropriate for age
- disclosure of abuse
- comments or drawings suggesting harm

Staff understand that no single indicator proves abuse, but patterns or combinations of concerns should always be taken seriously.

Responding to a Disclosure

If a child discloses abuse, staff will:

- listen calmly and without interruption
- reassure the child they have done the right thing
- not ask leading questions
- not promise confidentiality
- explain that they must pass the information to someone who can help
- record the disclosure using the child's own words as soon as possible

The concern must then be reported immediately to the DSL.

Recording Safeguarding Concerns

All safeguarding concerns must be recorded promptly.

Records will include:

- date and time of the concern
- name and date of birth of the child
- factual description of the concern
- exact words used by the child (if disclosure)
- name and signature of staff member recording

Safeguarding records are kept securely and confidentially on kidsclubHQ.

The DSL will determine the appropriate next steps which may include:

- monitoring the concern
- speaking with parents
- consulting with the school DSL
- referral to Children's Social Care
- contacting the Police

If a staff member feels a concern has not been acted upon appropriately, they have a duty to escalate the concern directly to Social Care.

Child-on-Child Abuse

Children may abuse other children.

This may include:

- bullying or intimidation
- physical harm
- sexualised behaviour
- sharing sexual images
- coercion or manipulation
- online harassment

The Hive Club maintains a zero-tolerance approach to abusive behaviour.

Staff will never dismiss harmful behaviour as:

“Just children being children”.

All concerns will be treated seriously and addressed using safeguarding procedures.

Online Safety

Children may be exposed to risks online including:

- cyberbullying
- inappropriate content
- online grooming
- sharing of sexual images

Staff will monitor children's use of technology and teach children about safe and respectful behaviour online.

Radicalisation and Extremism (Prevent Duty)

The Hive Club recognises its duty under the Prevent strategy to protect children from radicalisation.

Staff are trained to recognise signs of vulnerability including:

- isolation or identity struggles
- extremist language or beliefs
- accessing extremist material online
- sudden behavioural changes

Concerns will be reported to the DSL and referred to the Channel programme where appropriate.

Female Genital Mutilation (FGM)

FGM is illegal in the UK and is recognised as a form of child abuse.

Staff receive training to identify signs that a girl may be at risk.

Any concerns will be reported immediately to the DSL and referred to Children's Social Care.

Child Criminal Exploitation and County Lines

Staff are aware that children may be exploited into criminal activity including drug trafficking or county lines operations.

Warning signs may include:

- unexplained money or possessions
- changes in friendships
- missing episodes

- secretive behaviour

Any concerns will be reported to the DSL immediately.

Allegations Against Staff

Any allegation against a member of staff will be taken seriously.

The allegation will be:

1. recorded immediately
2. reported to the Local Authority Designated Officer (LADO)
3. reported to Ofsted
4. investigated following LADO guidance

Where appropriate, the staff member may be suspended pending investigation.

The club will also refer cases to the Disclosure and Barring Service (DBS) where necessary.

Staff Training

The Hive Club ensures safeguarding knowledge remains current.

Staff receive:

- safeguarding training at induction
- annual safeguarding updates
- Prevent Duty training
- regular safeguarding discussions at staff meetings

Safeguarding is a standing agenda item in team meetings.

Mobile Phones and Photography

To protect children's privacy:

- personal mobile phones must not be used to photograph children
- wearable technology (e.g. smart watches) must not be used to record images
- photographs are only taken with parental consent
- only the setting device may be used

Further details are in the Mobile Phone and Wearable Technology Policy.

Whistleblowing

Staff must feel confident to raise concerns about unsafe practice.

If a staff member believes safeguarding concerns are not being addressed appropriately, they may report concerns directly to:

- the DSL
- Ofsted
- West Sussex Safeguarding Children Partnership

Staff will not suffer consequences for raising safeguarding concerns in good faith.

Contact Details

West Sussex Safeguarding Children Partnership 01403 229900 (Monday – Friday 9am – 5pm)

Out of hours phone: 0330 222 6664 to speak to our emergency duty team.

If you have trouble, having tried the 0330 number, please ring 07711 769657, this will connect you to the duty Social Worker. Please note that this mobile number cannot accept text messages

The LADOs for West Sussex are Miriam Williams and Donna Tomlinson.

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Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

ChildLine: 0800 1111

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy was adopted by: The Hive Club	Date: March 2026
To be reviewed: September 2026	Signed: Rebecca Hope

Equalities and Inclusion Policy

At The Hive Club we will ensure that we provide a safe and caring inclusive environment, free from discrimination, for everyone in our community.

To achieve the club's objective of creating an environment free from discrimination and welcoming to all, the club will:

- Respect and celebrate differences
- We will not discriminate against or victimise any individuals based on the above protected characteristics including:
 - age,
 - disability,
 - race including colour, nationality, ethnic or national origin
 - religion or belief
 - being married or in a civil partnership
 - being pregnant or on maternity leave
 - sex
 - sexual orientation
 - gender reassignment
 - Or indirectly discriminate when a person without a relevant protected characteristic suffers substantively the same disadvantage as those with a protected characteristic
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that its services are available to all parents/carers and children in the local community.
- Ensure that the club's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act 2010 and the 2023 amendment.
- We will monitor and review the effectiveness of our inclusive practice by conducting an Inclusion Audit on an annual basis.

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race, disability, different forms of families and family life and through our staff always modelling anti-discriminatory behaviour.

Discrimination or harassment

The club will not tolerate any form of discrimination or harassment and will challenge derogatory and discriminatory remarks, attitudes and behaviour from the children, staff, parents or carers and from any other adults on club premises.

All incidences of discrimination or harassment must be recorded on an Incident Log and reported to the club manager to investigate.

Promoting equal opportunities

The club's Equal Opportunities Named Coordinator (ENCO) is the club manager. The ENCO is responsible for ensuring that:

- Staff receive relevant and appropriate training
- The Equalities policy is consistent with current legislation and guidance
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs

Our club recognises that some children have additional needs or physical disabilities that require support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the club and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required, we will assist parents in accessing the funding required to provide the additional care.

Special Educational Needs Coordinator

The club's Special Educational Needs Coordinator (SENCO) is the club manager. The SENCO will:

- Manage the provision for children with special educational needs or physical disabilities.
- Be fully trained and experienced in the care and assessment of such children.

All members of staff will assist the SENCO in caring for children with additional needs or physical disabilities.

This policy was adopted by: The Hive Club	Date: January 2025
To be reviewed: January 2027	Signed: Rebecca Hope

Supporting Children with Special Educational Needs and Disability Policy

Our commitment at The Hive Club extends to ensuring all children enjoy a safe and enriching play environment. We embrace the inclusion of children with special educational needs and disabilities (SEND), fostering equal opportunities for their participation alongside peers.

Key Understanding

We hold a unified vision for all children, aiming for their happiness and stimulation within the club. All team members are expected to warmly welcome and familiarise themselves with children with SEND, championing equality and inclusion to help them reach their potential. We aim to ensure every child feels they belong at The Hive Club.

Definition of SEND

A child may have SEND if they have a learning difficulty or disability which means they need additional support to access activities and routines.

Needs may relate to:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs
- Medical conditions

Children may have a diagnosis, be receiving SEN Support at school, have an EHCP or have emerging needs that require additional support.

Recognising Diversity

- Many children with special educational needs may also have disabilities, though not all disabilities indicate SEN.
- Disabilities, whether sensory impairments or long-term health conditions, are defined by substantial impacts on day-to-day activities.
- SEN encompasses children with learning difficulties or disabilities requiring specialised educational provisions.
- We anticipate and address the diverse needs of children with SEND, ensuring their full inclusion without disadvantage.
- Understanding that needs may vary across communication, cognition, social-emotional, sensory, and physical realms, we tailor support accordingly.

SENCO

The Hive Club has a named Special Educational Needs Coordinator (SENCO) responsible for coordinating SEND support within the provision.

The SENCO works alongside the Club Manager and staff team to ensure inclusive practice and appropriate support for children.

Our SENCO is qualified L3+ and DSL.

Safeguarding and SEND

Some children with SEND may be more vulnerable to harm. The Hive Club ensures safeguarding procedures consider the additional needs of children and any reasonable adjustments required to keep them safe.

Prior to attending

We ask parents and carers to provide comprehensive information via the registration process and additional forms, aiding our understanding of the child's specific needs.

Our SENCO will engage with parents/carers to discuss and build comprehensive care plans based on their individual requirements.

Graduated Approach

The Hive Club follows the graduated approach recommended in the SEND Code of Practice using an Assess → Plan → Do → Review cycle.

Assess - gather information from parents, schools and staff.

Plan - agree strategies and reasonable adjustments.

Do - staff implement the strategies in daily practice.

Review - support is reviewed regularly with families and adjusted if needed.

Inclusive Measures

We strive to eliminate barriers to participation, including making reasonable adaptations to activities and resources, securing additional funding for staffing or training etc.

Allocation of an Inclusion Play Leader may be required to ensure dedicated support, with tailored training and visits to the child's home, school and club to ease transition.

Inclusive Practices

We prioritise getting to know each child, respecting their preferences, and collaborating closely with parents/carers.

Inclusion Play Leaders aim to facilitate interaction, independence, and communication support, fostering peer engagement and personal development.

Continuous Improvement

We regularly review and adjust the support provided, ensuring they align with the evolving needs of the child and best practice.

Parents and carers input is valued in shaping our approach, while collaboration with external agencies enhances our understanding and support capabilities.

The SENCO oversees support implementation and on-going staff training.

Working with Families

Families know their children best and we value partnership with parents and carers.

We will:

- Meet with parents when children join the club
- Share information and listen to parent feedback
- Provide regular communication where needed
- Work together to review strategies and support

Working with Schools and Professionals

With parental consent we may:

- Liaise with school SENCOs or teachers
- Share strategies across settings
- Follow care plans or EHCP guidance
- Seek advice from relevant professionals

SEND Records

The SENCO maintains appropriate SEND records including:

- SEND Register
- Individual Support Plans (ISPs)
- Relevant risk assessments
- Meeting notes

All records are confidential and handled in line with GDPR requirements.

Staff Wellbeing and Training

The SENCO helps identify staff training needs and supports staff wellbeing when supporting children with additional needs.

Team members receive comprehensive training, supplemented by external courses and annual inclusion-focused sessions, fostering a culture of inclusivity and understanding.

Commitment to Inclusion

Prior to a child starting at the club, we will find out as much information as possible and work in partnership with the parent and carers to consider if our club is the right setting for the child and if we are able to meet the child's needs. We will endeavour to make reasonable adjustments and explore what barriers can be removed.

Funding One to One Support

If one to one support is needed, we will work in partnership with the Parents and Local Authority to endeavour to access funding for the child either via the LA, through Government Direct Payments applied for by the parents or from other funding sources. We will not be able to fund one to one support directly.

If we are unable to meet the needs of a child

If after the initial interactions or if the child tries the club and after a period it isn't the right setting for them, we will speak with the parents explaining the reasons why we are unable to meet their needs and will signpost to other settings or to the Local Authority for support and advice of more suitable settings.

Local Offer

We align with the Local Authority and maintain a Local Offer Document, ensuring clear pathways for accessing support services and relevant agencies.

This policy underscores our dedication to creating an inclusive and supportive environment where every child can flourish and thrive.

This policy was adopted by: The Hive Club	Date: March 2026
This policy will be reviewed: January 2027	Signed: Rebecca Hope

Behaviour Management Policy

The Hive Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies, and with adults modelling positive behaviour. The club rules are clearly displayed at every session and are discussed regularly.

Whilst at The Hive Club we expect children to:

- Use socially acceptable behaviour
- Comply with the club rules, which are compiled collaboratively with the children attending the club
- Respect one another, accepting and celebrating differences of race, gender, ability, age religion, sexuality or other characteristics or beliefs
- Develop their autonomy by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the club.

Encouraging positive behaviour

At The Hive Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Encouraging kindness and gentleness, using words to express feelings
- Staff helping to resolve conflicts and encouraging children to speak up and look for a secure adult to support when they can't resolve the situation respectfully.
- Staff are trained to validate emotions and teach self-regulations skills for the child to learn how to deal with big feelings
- Providing a calm corner for the child to relax and talk if needed
- Not punish a child for bad behaviour but rather try to find a solution together
- Celebrating progress and not only achievements
- Offering a variety of play opportunities to meet the needs of children attending the club

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the club will aim to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity to get support from a member of staff.
- Staff will discuss why the behaviour displayed is deemed inappropriate in a calm and firm manner.
- Staff will try to understand and give the child an opportunity to explain their feelings, validating emotions and helping them to find alternatives to deal with those feelings in a respectful and appropriate manner.

- Staff will encourage and facilitate mediation between children to try to resolve conflicts through problem solving skills and agreements.
- If the inappropriate behaviour appears to be because of boredom or need of movement, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents and with support of a Parent Educator to formulate clear strategies for dealing with persistent inappropriate behaviour.
- No staff member will ever threaten, punish or affect a child's well-being (e.g. withdrawal of food or drink, remove play time, embarrass or prevent from attending certain activities).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child in accordance with our Suspensions and Exclusions policy. The reasons and processes involved will be clearly explained to the child.

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff must physically restrain a child, the manager will be notified, and an Incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police.

All serious incidents will be recorded on an Incident record and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

This policy reflects the wider ethos of Our Hope Hive in promoting positive behaviour, self-regulation and respectful relationships.

This policy was adopted by: The Hive Club	Date: September 2025
To be reviewed: September 2026	Signed: Rebecca Hope

Anti-Bullying Policy

The Hive Club provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying and the bully will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed and then discussed with the manager. An account of the incident will be recorded in an Incident log. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

What is bullying?

The Hive Club defines bullying as the *repeated* harassment of others through emotional, physical, psychological or verbal abuse.

- Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- Psychological: Repetitive behaviour likely to create a sense of fear, anxiety or shame in another person.
- Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's skin colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log. (See our Equalities Policy for more information on how we deal with and challenge discriminatory behaviour.)

Preventing bullying behaviour

Staff at The Hive Club will foster an anti-bullying culture in the following ways:

- Modelling and encouraging caring and nurturing behaviour
- Help children with emotional regulation skills to understand their feelings and channel them in healthy ways
- Discussing friendships and encouraging group and team play
- Supporting conflict resolution discussion in a kind and respectful manner with lessons learnt and strategies for future issues

- Encouraging children to report bullying without fear and act on it
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated and how to protect and establish limits
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

The Hive Club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. When such incidents occur, the club will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the manager.
- The child who has been bullied will be offered the opportunity to discuss the matter with a member of staff who will try to understand the individual's feelings and issues behind the behaviour. Staff will help the child to understand why this form of behaviour is unacceptable and will help them to find alternatives for his behaviour to act in a respectful manner.
- If the bullying persists, the parents will be informed, and we will work with them to try to resolve the issues behind the behaviour and not only the bully episode. Parents may be referred to talk to a Parent Educator to seek support and guidance.
- If this fails to stop the bullying, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident Log. The manager and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted by: The Hive Club	Date: September 2025
To be reviewed: September 2026	Signed: Rebecca Hope

CCTV Policy

The Hive Club uses CCTV to support:

- Safeguarding and promoting the welfare of children
- Ensuring the safety and security of children, staff and visitors
- Supporting staff supervision and safe practice
- Protecting the premises and equipment

CCTV is used as part of a wider safeguarding approach and not as a replacement for active supervision.

Location of Cameras

Cameras are positioned in key areas of the setting, including the main play rooms and outdoor area. There are no cameras in toilets, changing areas or private spaces.

Use of Live Footage

Live CCTV footage may be displayed within the setting (e.g. in the café area) to support transparency and provide reassurance to parents and carers.

This display is carefully managed to ensure children's dignity and privacy are respected and no sensitive or private situations are visible.

Access to CCTV

Access to CCTV footage is strictly limited. Only the Manager, Designated Safeguarding Lead (DSL), or authorised senior staff may access footage. Footage will only be viewed when necessary for safeguarding, incident review or investigation. Staff, parents and visitors do not have general access to CCTV footage.

Storage and Retention

CCTV footage is accessed via secure, password-protected devices. Footage is not routinely stored long-term. Recordings may be retained where required for safeguarding, legal or incident investigation purposes. Any retained footage will be stored securely and deleted when no longer required.

Data Protection

CCTV is operated in accordance with the setting's Privacy and Data Protection Policy and relevant data protection legislation. No audio is recorded. Footage is used only for its intended purpose. Personal data is handled securely and confidentially.

Signage

Clear signage is displayed at the setting to inform staff, parents and visitors that CCTV is in operation.

Confidentiality

All CCTV footage is treated as confidential. Unauthorised access, sharing or misuse of CCTV footage is strictly prohibited and may result in disciplinary action.

Monitoring and Review

The use of CCTV is regularly reviewed to ensure it remains necessary and proportionate and in line with safeguarding and data protection requirements.

This policy was adopted by: The Hive Club	Date: April 2026
To be reviewed: September 2026	Signed: Rebecca Hope

Administering Medication Policy

If a child attending The Hive Club requires medication of any kind, their parent or carer must complete a Permission to administer medicine form in advance. Staff at the club will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving at the club. If this is not possible, or they need additional medication throughout the session, the medication will need to be handed in daily or if an on-going medication is stored permanently at the club. All medication needs to be labelled with the child's name and will be stored securely until needed.

Prescription medication

The Hive Club staff will normally only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

Non-prescription medication

If a child requires a non-prescription medication to be administered, we will consider this on a case-by-case basis after discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication. Non-prescription medicine does not require a GP prescription before The Hive Club can administer.

Procedure for administering medication

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the club has received written consent
- Take steps to check when the last dosage was given
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Given form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The manager and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Specialist training

Certain medications require specialist training before use, e.g. Epi Pens. If a child requires such medication the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Changes to medication

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency) and the Medication Log must be updated

Long term conditions

If a child suffers from a long-term medical condition the club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the club has a clear statement of the child's medical requirements.

This policy was adopted by The Hive Club	Date: February 2026
To be reviewed: September 2026	Signed: Rebecca Hope

Intimate Care Policy

At The Hive Club, we recognise that some children—particularly those in Reception and early primary years—may require support with personal care. We are committed to ensuring that all intimate care is provided safely, respectfully and in line with safeguarding and welfare requirements.

Our aim is to:

- Maintain children's dignity and privacy
- Promote independence
- Safeguard children and staff at all times

What is Intimate Care?

Intimate care includes any task involving personal hygiene or bodily care, including:

- Supporting a child to wipe after using the toilet
- Assisting after a toileting accident
- Helping with changing underwear or clothing
- Supporting washing and hand hygiene
- Any care involving intimate body areas

This may be a one-off situation or part of a child's ongoing needs.

Promoting Independence

Staff will always encourage children to manage their own personal care wherever possible. Support will only be given when:

- A child asks for help
- A child clearly requires assistance

Children will be supported sensitively and in a way that builds confidence and independence.

Working with Parents and Care Plans

Where a child requires regular intimate care:

- Staff will work in partnership with parents/carers
- An individual care plan will be agreed

This will include:

- The type of care required
- Named staff responsible
- Level of support needed
- Any equipment required
- Child's communication preferences
- What the child can do independently

Parents' views will always be considered, particularly regarding the number of staff involved.

Safeguarding Procedures

To protect both children and staff:

- Staff will inform another team member before assisting a child
- Toileting areas will not be fully closed off; appropriate supervision will be maintained
- Staff will explain what they are doing in a calm and respectful manner
- Children's dignity and privacy will always be respected
- Staff will never carry out intimate care in secret or behind closed doors

If a child requires regular care from one staff member, robust safeguarding procedures (including safer recruitment and supervision) ensure their safety is not compromised.

Staff Responsibilities and Training

Staff providing intimate care will:

- Act in a professional and respectful manner
- Be aware of safeguarding responsibilities
- Have appropriate training (e.g. safeguarding, health & safety, manual handling)

No child should experience distress or discomfort because of receiving care.

Recording and Communication

If physical assistance is provided:

- It will be recorded on the Intimate Care Record
- Parents/carers will be informed at collection

Records will include:

- Nature of support provided
- Date and time
- Staff member involved

Protecting Children

Staff will follow safeguarding procedures in line with:

- *Working Together to Safeguard Children (2018)*
- Local Safeguarding Partnership guidance

If staff notice:

- Marks, bruises, soreness, or injuries
- A change in a child's behaviour
- A concern about a child's wellbeing

They will report immediately to the Designated Safeguarding Lead (DSL), and the Safeguarding Policy will be followed.

If:

- A child is unhappy with a staff member
- An allegation is made

This will be recorded, investigated and managed in line with safeguarding procedures.

Hygiene and Infection Control

Staff will maintain high standards of hygiene at all times:

- Disposable gloves and aprons will be worn when appropriate
- Hands will be washed thoroughly before and after care
- Children will be supported to wash hands properly

For body fluids (blood, urine, faeces, vomit):

- Clean immediately
- Dispose of waste safely using double bagging
- Keep other children away from the area
- Do not rinse soiled clothing–bag to go home

Best Practice Approach

During intimate care:

- Staff will explain each step to the child
- Children will be encouraged to do as much as possible themselves
- Care will be delivered sensitively and without embarrassment

Where appropriate, more than one staff member may share responsibility for regular care to avoid over-dependence, while still respecting the child's needs.

Supporting Document

The Hive Club Intimate Care Record must be completed whenever physical assistance is provided.

This policy was adopted by: The Hive Club	Date: February 2026
To be reviewed: September 2026	Signed: Rebecca Hope

Healthy Eating Policy

The Hive Club provides healthy, nutritious and balanced food and drinks. Food and drink are safely prepared regarding the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

Information regarding food allergies is recorded on the Allergy Information Board which is visible to staff whilst food is being prepared.

The Hive Club promotes healthy eating and leads by example. Staff responsible for food preparation, handling and storage have received appropriate training.

- We provide suitable healthy snacks for all the children.
- Children are encouraged to develop good eating skills and table manners.
- All children are given plenty of time to eat.
- Where appropriate, children are involved in planning and preparing food and snacks.
- Fresh drinking water is always available and accessible to children.
- Fresh fruit is available at all sessions.
- Withholding food is never used as a form of punishment.
- Staff discuss with children the importance of a balanced diet where appropriate.
- The club does not regularly provide sweets for children.
- We limit access to fatty or sugary foods.
- Children are never forced to eat or drink anything against their will.

This policy was adopted by: The Hive Club	Date: January 2025
To be reviewed: May 2027	Signed: Rebecca Hope

This is the list of all our policies and procedures, please ask to see a copy of anything you need.

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