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EYFS at Clubs Policy

Date of policy approval: Monday 2nd June 2025

Reviewed: January 2026

Date of policy review: January 2027

Writer/reviewer of this policy: Dan Chapman, Managing Director

Objectives of this Policy

CoachUnlimited is committed to providing a safe and enjoyable environment at all clubs.

CoachUnlimited is committed to meeting the requirements of the *Statutory Framework for the Early Years Foundation Stage 2017*(EYFS), and this policy outlines what will be implemented. EYFS applies to all children from birth through to the end of their reception year.

Implementation:

The club manager is responsible for:

- Identifying at the point of booking, which children are in EYFS and making this clear, both on the register and in team meetings, to staff
- Assigning a designated early years key person for all EYFS children in attendance, for duties including, but not limited to: welcoming the children at the beginning of the session and ensuring they are settled; delivering a welcome and 'orientation' session first thing; seeing the children to parents at the end of the session, where possible; and being available to speak with parents when required.
- Ensure information about club is shared with parents. This could include, but isn't limited to: schedule and activities, lunches, health and nutrition signposting.



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- Ensuring at least one member of the holiday club staff is present, available, and adequately qualified in paediatric first aid to administer first aid if and when required

Use of Cameras, Mobile Phones and Devices

To ensure the safety and welfare of the children in our care, this part of the EYFS policy outlines the protocols for the use of personal mobile phones/devices and cameras at our clubs.

At our clubs:

- There will always be a club phone available to make or receive calls. With the exception of an emergency, only this should be used to make contact with parents.
- Personal mobile phones and devices cannot be used in the presence of children.
- All mobile phones and devices must remain stored during contact time with children.
- Personal calls can be made in non-contact time and away from the children in designated places.
- For emergencies, staff can use their mobile phone/device away from the children and in designated places.
- CoachUnlimited issued devices can be used for photography and recording and the storing of images should remain on a device provided by CoachUnlimited. Under no circumstances can a personal device be used to photograph, record or store. Images taken on these cameras or mobile devices must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress. Images can only be used with the consent of parents and it is the responsibility of staff to be aware of this.



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It is the responsibility of all members of staff to be vigilant and report any concerns to the Club Manager and/or the designated Director.



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