



Out of School Clubs Policies

Responsibility for monitoring this policy: Mrs Tracey Cutler

Review Annually

(or in response to changes in legislation)

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Proposed by the Headteacher.....Mrs J. Cook

Approved by Governing Body.....Mrs Claire Roberts (Chair of Governors)

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Admissions Policy

Here at Amblecote Primary school we provide an Out of School club for working parents.

Places are allocated to children that attend full time education. If there are available spaces, we do accept Pre-school children, but they must be 4 years old.

The Out of School Club is registered to no more than 60 children from 4-11 year olds at any time.

We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

Amblecote Out of School Club Aims

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

Out of School Club Objectives

Amblecote Out of School Club meet in the Main school hall within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.55am ('Early arrival' option from
7.30am)

After School: Monday – Thursday 3.15pm – 6.00pm
Friday 3.15pm – 4.30pm ('Late pick up' option till 4.45pm,
EMERGENCY ONLY)

How our club work

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote physical development.

Security Policy

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:20 in both Breakfast and After school clubs.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

Complaints and Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Out of School club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Out of School Club manager should be made, or in their absence the Head teacher.
- Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.
- Should parents wish to, Ofsted can be contacted directly on any issue regarding the club by following the attached link
<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>.

Parental Involvement Policy

Amblecote Out of School Club believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

Amblecote Out of School Club will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a Childs progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise.

General comments and feedback are also welcome.

Behaviour Policy

Overview

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour.

The children are encouraged to respect themselves, each other, adults and property.

Understandable rules are applied to be fair and consistent.

Under no circumstances do we use any form of corporal punishment. Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve parents would be advised by senior staff to consider contacting professionals (i.e. Child's health visitor).

Our agreed rules are clearly explained to the children.

The basis is as follows:

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and may even damage toys or property.
- Amblecote Out of School Club recognises all areas of behaviour and can distinguish behaviour which requires discipline and behaviour which does not.
- Discipline is all about positive reinforcement of acceptable behaviour and providing positive role models.

Behaviour Policy

Procedures for dealing with unwanted behaviour:

- Redirection—staff will direct child to another activity.
- A firm “NO” and a clear explanation of why behaviour is unacceptable.
- Staff will speak calmly, clearly, positively and maintain control.
- Staff will give a firm warning and a reasonable consequence if behaviour does not stop.
- Staff will remove a child from the activity or toy if necessary.
- Give child a fresh start after incident.
- Reinforce good behaviour.

When dealing with unwanted behaviour staff will not:

- Shout at or criticise the child.
- Label the child.
- Use any form of corporal punishment.
- Humiliate or frighten the child.

Dealing with and establishing good behaviour

Rewards can be:

- Social rewards: smiling, clapping, praise.
- Activity rewards: let the child choose an activity or toy they would like to play with.
- Token rewards: give the child stickers.

Dealing with a withdrawn child

Our aim is to provide a happy, caring, stimulating and challenging environment. We endeavour to ensure all children feel secure within our setting and are treated as individuals and given fair opportunities to learn and progress taking into account whether their language and understanding is matched to their developmental stage.

Children can often show signs of withdrawn behaviour and require a little assistance and encouragement to progress.

Our procedure for dealing with withdrawn behaviour are as follows:

- Praise and reward.
- Encouragement.
- Provide one to one care. The staff initially assist the child with tasks then gradually reduce intervention and give the child more independence during the activities.
- Involve the child in small group activities with an adult present then increase group size over a period of time.
- If it is noticed that the child holds back choosing activities, then staff must give the child direction and gradually decrease this as the child shows more independence.
- Staff will discuss with the parents the behaviour we are experiencing in club to see if there are any signs of this behaviour at home. Full support and advice will be given to parents as appropriate.

We are now joining the whole school by participating with the SEAL project-social and emotional aspects of learning.

By carrying on the school ethos, we believe that we will be continuing to encourage good behaviour.

Special Educational Needs Policy

General statement of values and beliefs

- In Out of School Club we believe that children with disabilities are children first; sharing the same needs and desires as all children.
- We feel that where possible all children should share social and learning experiences with their peers in local settings.
- Inclusion is a human right with benefits to all.
- Our aim is that all children will be happy in the Out of School Club environment with activities to suit individual needs and abilities.
- Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.

Parent partnership

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include the individual in every activity we plan.

Where we have a concern about any aspect of your child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our Out of School Club activities regardless of their needs.

Emergency Fire Procedure Policy

Upon hearing the fire alarm all staff and children should follow carefully the instructions below:

Staff:

- Escort all the children calmly, quietly and safely outside onto the side playground.
- Line them all up along the playground away from the school building.
- Elected member of staff to check toilets before going onto the playground.
- Whilst on the playground keep the children quiet and still while the register is taken.
- Await instructions before leaving the playground and returning to the hall.

Hall:

- The staff will escort the children calmly, quietly and safely onto the car park via the fire exit that is located in the hall.
- The register will be taken, and the staff and children will be led onto the playground via the large metal gates if it safe to do so where they will await further instructions.

Classrooms:

- The staff will escort the children calmly, quietly and safely onto the side playground via the fire exit door in the classroom.

Main Playgrounds/field:

- The staff will escort the children calmly, quietly and safely onto the side playground via the outside of the school building.

Out of School Club will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will always adhere to personal hygiene recommendations.

Nutritional Food Policy

Objectives:

What we want to achieve:

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating.

(Pupils are encouraged to select their own breakfast and snacks from the choices on offer).

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

On a daily basis we aim to provide rice, wheat, oat and corn based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with the option of jam.

We will also try to provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes, waffles and pastries. (Whole grain varieties will be served whenever possible).

In After school club we aim to provide healthy and balanced snacks and encourage children to make healthy choices.

The first snack we offer is a piece of fruit of the child's choice and one small biscuit, the second snack offered later in the session is toast.

Milk, water and juice will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

Treats for parties and celebrations will be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

Sickness Policy

It is the parent/carers responsibility to ensure that their child is not ill when brought to the Out of School Club.

Children suspected of suffering from infectious conditions will be excluded from the Out of School club for 48 hours or until medical treatment has been sought and the child is well.

Parent/carers should inform the Out of School club as soon as possible of their child's absence.

In the case of a child becoming ill at the Out of School Club, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

The Dudley Department of Health recommends that a child is to be kept away from the facility until well, when suffering from certain illnesses.

Please see information on the next page for more details.

Illnesses and Communicable Diseases

Please visit www.publichealth.hscni.net or www.gov.uk/government/organisations/Public-health-england if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Lost children Policy

On Site procedure

- In the event of a child going missing or being lost on club/school premises the manager should be informed immediately.
- The Out of School staff should also be informed immediately.
- If a child is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the child is.
- A thorough search should be made of the premises both internally and externally.
- The manager will inform the Head teacher. The local police should be contacted if necessary.

Late and uncollected children Policy

In the event of any child(ren) being left at the Out of School Club due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted.

To help prevent this situation arising, when children are registered for an Out of School Club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform the Out of School Club staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue.

If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be incurred.

Please refer to our Terms and Conditions for further information in relation to late charges.

Children's Services on 0300 555 0050 (During office hours 9am-5pm)

Contact the Emergency Duty Team on 0300 555 8574 (Out of hours)

Toileting Policy

Children in the Out of School Club are accompanied to the toilet before a session begins. They are encouraged to wash their hands after they have been to the toilet for hygiene reasons.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).

The use of wet wipes is available for all children to use before and after snack and if we feel for hygiene reasons their hands need to be clean.

Hand sanitiser is available at all times.

Fee's Policy

In the interests of running a sustainable Out of School club facility for parents/carers, it is important that payments are made **in advance** for services provided.

When completing a parent/carers pack, you will be asked to complete a payment form, stating how and when you would like to pay i.e. weekly, monthly, monthly voucher scheme or online payments. You will also be required to sign the Out of School Club Terms and Conditions prior to your child being provided with a place.

A £25.00 late payment fee will be applied if payment is not made in full in advance.

Please see separate Debt collecting policy on school website.

Discount for second and subsequent siblings will be at a rate of £1.00 reduction per session.

All absences will be charged at full price, including illness.

Late collection of your child/children (after 6.00pm Monday-Thursday, 4.45pm Friday) will incur a £30.00 charge. After 4.30pm (Monday-Thursday) will incur full price of club.

This form will become part of your contract with Out of School club and must be adhered to. Any changes to this contract must be agreed between parent/carer and Club manager and put in writing, signed and dated by both parties.

Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently.

Parents can request a receipt for any payment made.

Empty Pocket Policy

Amblecote Primary School Breakfast/After School Club recognises the need to ensure the welfare and safety of all children.

In order to safeguard children in our care there is a requirement for staff, volunteers and visitors on arrival at Out of School Club to place electronic devices, which can capture or store images e.g. Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area in the manager's locking cupboard. Parents / carers must not have mobile phones out whilst collecting their children from club.

In case of an emergency, staff, volunteers and visitors can be contacted on the Breakfast/After School club's mobile 07562 168300.

Conflict of Interest Policy

Definition:

A **conflict of interest** is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in several kinds of situations.

Examples:

- A member of staff is related to a child within the provision.
- The manager of the provision has a close friendship with one of the families.
- A member of staff has a close relationship with the registered body of the provision (i.e. proprietor, Manager or governing body of school).
- A member of staff holds second employment.
- A member of staff has connection with families within their workplace through social networking.
- A member of staff provides babysitting services for a family of the provision.

Principles for effective
Professional practice within the workplace

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use of or exploit the provision, their connection with the provision or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children.
- Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a conflict of interest should consult their line manager and complete a declaration of business interests form.
- Staff should always approve any planned social contact with children of families with their line manager.
- Staff should always report and record any situation which may place a child at risk to the DSL on site.
- Staff should also report any information which may compromise the setting or their own professional standing.
- Employees should at all times follow their employers Code of Conduct and Behaviour policy.
- Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace. i.e. redeployment of staff if related to a child in their care.

Priority Policy

Places will be allocated as shown:

1. Siblings.
2. Children who need to attend 5 mornings/5 afternoons.
3. Less than 5 mornings/5 afternoons that attend regular set days.
4. As and when sessions if places are available.