



Out of School Club

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Out of School Club

The Governing body of Amblecote Primary School

Mrs Mason and the Board of Governors has responsibility for running:

Amblecote Primary School—Out of School Club
Breakfast Club
Pre—School

Should you have any queries regarding the running of these clubs then please contact a member of staff or any board member.



Out of School Club

Admissions Policy

Places are allocated at Amblecote Out of School Club 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 24 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 is 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.



Out of School Club

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 a qualified first aider on the premises at all times.
- 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 community Mobile within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.55am

After School: Monday – Thursday 3.15pm – 6.00pm

Friday 3.15pm – 4.30pm

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.



Out of School Club

Child Protection Policy

The welfare of children within our care is of utmost importance to our staff, volunteers and management. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance of abuse that may come to our attention. Positive steps will be taken to develop a trusting relationship with every child and parent/ carer.

All staff, volunteers and management who come into contact with the children will be checked by Ofsted in respect of medical and policy clearances .

In the staff handbook staff are given specific guidelines relating to avoiding allegations of abuse towards children.

Procedures are in place for dealing with allegations against staff and these will be dealt with directly by Mrs A Mason (Head teacher).

Procedures adopted in accordance with requirements of social services in the event of child protection issues: No less than 2 members of staff will be on the premises at all times.

Ongoing training will be offered to staff to update child protection knowledge, ensuring they recognise signs and symptoms of possible physical, emotional, sexual abuse or neglect. Any changes to behaviour or physical appearance in a child we be responded to, following the guidelines set by social services.

Staff are in close contact with the children in our care, therefore staff are in a prime position to notice radical changes in behaviour, or worrying marks or bruises and hear children talking about their experiences may give cause for concern.

If staff become concerned about any child, appropriate procedures are taken.

Concerns are discussed with senior staff to consider whether the situation should be monitored or immediate action taken.



Out of School Club

Signs and symptoms are recorded and dated; this information is strictly confidential. Staff will generally check with parents to see if they have noticed any changes in their child—there may be an easy and appropriate explanation.

Suspensions will be referred to social services.

If social services are contacted parents and carers will be informed at the same time. Staff will liaise with appropriate professionals and continue to monitor the situation.

A written report will be kept on file to ensure accurate reporting to the relevant authorities. Confidentiality will be maintained at all times and staff will continue to support the individual.

Please refer to main school policy and guidelines for further reference.



Out of School Club

Health and Safety Policy

We believe that staff, parents and children should be exposed to a safe environment in which they can work and play, where high standards of health and safety are maintained.

Staff will receive the relevant information, training and supervision to ensure health and safety issues are reviewed on a regular basis.

Equipment and resources will be safe, clean and meet the necessary safety Requirements. Regular safety checks will be made to assess the wear and tear of the equipment. Any defects should be reported to the supervisor and removed from use immediately . All equipment will be cleaned on a rota basis and recorded.

C.O.S.H.H requirements will be regarding the storage and usage of cleaning Products. They will be stored out of reach of children in a locked cupboard and used appropriately. Data sheets will be displayed alongside the products and potential risks identified. Protective clothing and equipment will be provided for the protection of all staff.

In the event of an accident requiring first aid, a qualified first aider will administer it. A first aider will be on the premises at all times. Accidents will be recorded in the accident book and signed by staff members and parents/carers. Accidents that require hospital treatment will be reported to Ofsted.

Fire procedures will be displayed in the Out of school Club. Staff will be familiar with the evacuation plan and will practice this on a regular basis. These will be recorded in the fire procedure book. All fire fighting equipment will be inspected by a competent person, the results recorded and appropriate action taken.



Out of School Club

Any child or staff member suffering from infections, contagious or notifiable disease will not be admitted to the Out of School Club. Advice will be sought for the department of public health medicine and social services inspection unit. Any outbreaks of infection will be notified to the environmental health services and social services inspection unit.



Out of School Club

The safety of children is of paramount importance. In order to ensure the safety of both children and adults, Out of School Club staff will ensure safety in the following areas:

Environment

- Safety checks on premises, both indoors and outdoors, will be before every session.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- A record will be kept of any fire drills.
- Electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Supervision

- All children will be supervised by adults at all times and will be always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens/cookers.
- If a small group goes out (e.g. To the wildlife area) there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.



Out of School Club

Adult safety

- All adults in the group, both staff and visitors will be aware of and respect safety policies.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Management

- A folder will be available at all times for the reporting of any accident/incidents.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
- All adults including parents and carers will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- A correctly stocked first aid box will be available at all times.

Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- All cooking activities involving the use of heat will be continuously supervised.
Children will not be allowed in the kitchen for any other purpose.
- Systems will be in place to ensure that no child can leave the premises unattended

Risk Assessment

An annual risk assessment is carried out. Findings of the risk assessment will be communicated to all persons affected.



Out of School Club

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 1:8 children in the Under 8's will be adhered to.
- 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. 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.



Out of School Club

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 her absence Mrs A Mason.
- 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.
- 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 Mrs A Mason and the Governing Body . Following this the member of staff involved will be suspended for a period of time.
- All complaints and comments will be recorded and a written response of actions will be kept on file and allocated to the parents.
- Should parents wish to, Ofsted can be contacted directly on any issue regarding the club. The address is stated below:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD.



Out of School Club

Equal Opportunities Policy

Amblecote Primary Out of School Club is committed to provide and achieve equal opportunities for the children in their care and their families.

We believe that excellent childcare is, by definition, non-sexist and that the elimination of sexism will benefit all children.

Our aim is to provide an environment where children have the freedom to explore race, class, sex, disability, national origins and religious beliefs by providing the essential toys, equipment and learning opportunities. Positive images of women, men, disabilities, cultures and level of ability will be reflected through the activities.

The out of school club will maintain a non-discriminatory approach, working with children and parents. Each individual will be treated equally regardless of their race, gender, culture, disability, religion or beliefs.

Children, parents and staff will be listened to and able to express their views. We acknowledge that pre-conceptions relating to gender and sexism are abundant within language and we will challenge such language where appropriate.

Staff training to further knowledge of other cultures and festivals, where appropriate will be accessed to enhance the provision.

We value any information given to us by parents/ carers. We ask parents/carers to complete a brief information form when a child begins out of school club (which is updated regularly).



Out of School Club

Equal Opportunities Policy

Equal opportunities statement

As a setting we are aware of the importance of equal opportunities with regards to race, religion, gender and disability. We actively promote equal opportunities to every aspect of our practice be it working with children, parents, other members of staff or other professional's.

We strive to achieve this by:

- ☐ Planning and providing an environment that offers good quality play experiences to reflect children's individual needs and abilities.
- ☐ Through providing opportunities for the children to access equipment and resources independently, we aim to promote freedom of choice. We monitor this by careful observations of the children at play and by sharing these evaluations or concerns with other team members; from this we can then make plans to meet the individual child.
- ☐ Treating each child as an individual.
- ☐ Treating and addressing people the way we would expect to be treated. We listen to what people have to say and value any comments or suggestions they make.
- ☐ Providing resources and equipment that demonstrate disability, gender, race and that promotes and celebrates cultures and religions. For example, within the setting we have a range of multi-cultural books and books that are non-stereotypical to gender roles. We have dressing up clothes and the dolls promote cultural diversity and disability. There are welcome posters in a variety of languages.
- ☐ Challenging any breach of equal opportunity and taking the matter very Seriously.

Being a positive role model, through interaction, encouragement and support we hope to teach children to value and respect not only themselves but also each other.



Out of School Club

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, for example through meetings.

It is our policy to contact parents/ carers when there is a concern about a Child's 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 complaints are also welcome.

Parents will gain an insight into their Child's Out of School Club through our notice board.

Parents and carers are welcome into the Out of School Club at any time and spend time with their child, participating in Out of School Club activities.



Out of School Club

Risk Assessment

An annual risk assessment is carried out. Findings of the risk assessment will be communicated to all persons affected.

The need for a detailed risk assessment must be considered after any recorded accidents or incidents.

Any incident that causes or could potentially have caused serious injury must be risk assessed as soon as possible.



Out of School Club

Safeguarding Children Policy

The welfare of children within our care is of utmost importance to all staff, volunteers and management, as such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance of abuse that may come to our attention.

Positive steps will be taken to develop a trusting relationship with every child, parent and guardian.

All staff, volunteers and management who come into contact with the children will be checked by Ofsted in respect of medical and policy clearances.

In the staff handbook staff are given specific guidelines relating to avoiding allegations of abuse towards children.

Procedures are in place for dealing with allegations against staff and will be dealt with directly by Mrs A Mason.

Procedures adopted in accordance with requirements of social services in the event of child protection issues:

No less than two members of staff will be on the premises at all times.

All practitioners have an up to date understanding of safeguarding children issues and are able to implement the safeguarding policy and procedure appropriately. On going training will be offered to staff to update child protection knowledge, ensuring they recognise signs and symptoms of possible physical, emotional, sexual abuse or neglect.

Any changes in behaviour or physical appearance in a child will be responded to following the guidelines set by social services.



Out of School Club

Staff are in close contact with the children in their care, therefore staff are in a prime position to notice radical changes in behaviour, or worrying marks or bruises and hear children talking about their experiences that may give cause for concern.

If staff become concerned about any child appropriate procedures are taken. Concerns are discussed with senior staff to consider whether the situation should be monitored or immediate action taken.

Signs and symptoms are recorded and dated; this information is strictly confidential .

Staff will generally check with parents to see if they have noticed any changes in their child-there may be an easy and appropriate explanation.

Suspensions will be referred to social services.

If social services are contacted parents, guardians will be informed at the same time. Staff will liaise with appropriate professionals and continue to monitor the situation.

A written report will be kept on file to ensure accurate reporting to the relevant authorities.

Confidentiality will be maintained at all times and staff will continue to support the individual.

Further reference-see whole school policy.



Out of School Club

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.



Out of School Club

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.



Out of School Club

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.



Out of School Club

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 affect 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.



Out of School Club

Reportable Accidents, Dangerous Occurrence or Case of Disease Policy

A reportable accident is any accident which results in a child in our care needing hospital care.

The procedure to follow in the event that such an accident happens is as follows:

- Call 999 for assistance or arrange to take the child immediately to the nearest Accident and Emergency Department.
- Contact the child's parent/carer.
- One senior member of staff will attend the hospital with the child and one member of staff with the child's parent to offer full support to both parent and injured child.
- Full details of the incident will be documented in our accident book. Parents will be required to sign this document once seen and understood.
- Once the child is well enough to return to the Out of School Club parents are required to complete a hospital report form.
- Within 24 hours of the accident contact the environmental health department and inform them of the details of the accident. Remember this is a legal requirement.
- Within 24 hours of the accident contact the inspection unit and inform them of the details of the accident. Remember this is a legal requirement.



Out of School Club

RIDDOR

Please refer to 'RIDDOR in detail' attachment which we use as part of our policy.



Out of School Club

Food Handlers—Fitness to work.

Please refer to the 'Food Handlers-Fitness to work' attachment which we use as part of our policy.



Out of School Club

Emergency Fire Procedure Policy

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

- Escort children to side playground and take register
- Check all toilets.
- Bring up the rear of the line.

Staff:

- Escort all the children calmly, quietly and safely outside onto the top 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 mobile.

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.

Community mobile:

The staff will escort the children calmly, quietly and safely onto the playground via the fire exit in the mobile.

Computer Room

The staff will escort the children calmly, quietly and safely onto the playground via the nearest fire exit.

Main Playgrounds

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

Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered if any debris is on the floor.
- Children should be encouraged to wash their hands and before and after eating food.
- Children should not be allowed in food preparation areas.
- The kitchen in the main school 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.
- The double sink procedure should be used for washing.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.
- 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 adhere to personal hygiene recommendations at all times.

Snacks and drinks

Children attending Out of School Club will be provided with a drink, snack and fruit during the session.

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

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



Out of School Club

Breakfast Club

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 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 jam, marmalade or marmite.

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



Out of School Club

No Smoking Policy

The club recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff, children and parent/carers to work or play in a smoke free environment. Consequently it has adopted a “No Smoking Policy”.

- The club has a “No Smoking Policy” which means that smoking is not allowed anywhere inside any buildings or on the premises. This applies to staff, volunteers, students, visitors, parents and carers.
- The objective of the No smoking Policy is establish a healthy environment for all staff, volunteer, students, visitors, parents and carers; its success depends upon the consideration and cooperation of both smokers and non-smokers. All staff, students, visitors, parents and carers are expected to respect the statement.
- Violations of the no smoking policy should be reported top senior management who shall forward them to the management committee.

Implementation

Appropriate signs are posted at all entrances and throughout the building.

Copy of the policy is visibly placed and made available to all staff, volunteers, students, visitors, parents and carers.

Positive signposting is available for staff, volunteers, students, visitors, parents and carers who wish to stop smoking.

For information or clarification regarding this policy please contact the manager or the manager of the committee.

Day to day responsibility for implementing the policy will be that of staff; in cases where the subject of smoking creates problems or difficulties amongst employees, the management committee should be consulted.



Out of School Club

Bullying Policy

DON'T SUFFER IN SILENCE Information for parents and families

Every school/group/club is likely to have some problem with bullying at one time or another. It is required by law that your child's school/group/club has an anti-bully policy and uses it to reduce and prevent bullying as many school/groups/clubs have already successfully done.

Bullying behaviour includes:

- Name calling and nasty words
- Threats and extortion
- Physical violence
- Damage to belongings
- Leaving children out of social activities deliberately and frequently
- Spreading malicious rumours

Parents, carers and families have an important part to play in helping to deal with bullying.

First, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.

Second, ask to see the school/group/clubs anti-bullying policy. Each school must have an anti-bullying policy, which sets out how it deals with incidents of bullying. You have a right to know about this policy, which is as much for parent as for staff and children.



Out of School Club

Bullying Policy

Our club anti-bullying policy

- Recognise that bullying exists and needs to be dealt with.
- Bullying can be deterred if everyone in club understands that we will not tolerate it. Bullies must know that their behaviour is unacceptable.
- We need to encourage an open atmosphere where victims and observers of the incidents feel right in reporting the bullies.
- Be aware of relationships in club that could lead to bullying. i.e. the little niggles, teases etc. defuse them before they become incidents.
- Make sure that there are no hiding places in club and its surrounding area in which bullies can use.
- Encourage older children to protect and watch over younger children without using bullying tactics themselves.
- Encourage both children and parents to report incidents or bullying and make sure they are dealt with.

Club procedures for dealing with bullies

- Many of the minor incidents that occur in club can most effectively be dealt with by a member of staff in club.
- Any serious or persistent incidents must be reported to the manager.
- The victims must be reassured that they will be protected and the perpetrators stopped from repeating this behaviour.
- This will first be achieved by discussion with the victim and the bully.
- Records of all incidents and discussions will be kept.
- Sanctions or withdrawal of privileges will be applied where appropriate.
- Parents of bullies will be informed and involved at an early stage.
- Outside agencies can be involved if necessary.

REMEMBER-if you bully the bully it reinforces the behaviour.



Out of School Club

Trips and Outings Policy

The club believes in extending opportunities by offering new experiences whilst maintaining a safe environment.

Trips and outings will be appropriate to all children's development and abilities, involving fun and learning.

Parents/carers will be included in discussions on trips and outings where possible. A risk assessment will be completed prior to the outing.

Health and safety is of paramount importance. Children will be supervised by adults at all times according to the OFSTED early years directorate adult/child ratio.

Vehicles used for trips and outings will comply with all safety legislations and appropriate restraints will be used for all children .

Parents must give written consent for their children to take part in trips and outings.

The manager will be familiar with the venue/area to be visited and will ensure that children's emergency details are taken on outings and kept secure.

A qualified first aider will attend all outings.

A mobile phone will be taken to enable continuity of safety.



Out of School Club

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 well being of other children and staff on the premises and to safeguard 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 staff for further details.



Out of School Club

Illnesses and Communicable Diseases

Minimum periods of exclusions from out of school club:

Antibiotics: First 2 days at home

Temperature: If sent home ill, child must be off for 24 hours

Vomiting: If sent home ill, child must be off for 48 hours

Conjunctivitis: Kept at home for 2 days; thereafter until eyes are no longer weeping

Diarrhoea: 48 hours

Chickenpox: When all spots have dried over

Gastroenteritis, food poisoning, salmonellosis and dysentery: Advise to be given by Physician

Infective hepatitis: 7 days from onset of jaundice

Measles: 7 days from onset of rash

Meningococcal infection: Until recovered from illness

Mumps: Until the swelling has subsided and in no case less than 7 days from onset of illness

Pertussis (whooping cough): 21 days from onset of paroxysmal cough

Poliomyelitis: until declared free from infection by District Community Physician



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Rubella (German Measles): 4 days from appearance of rash

Scarlet Fever and streptococcal infection of the throat: Until appropriate medical treatment has been given and in no case for less than 3 days from the start of the treatment

Tuberculosis: Until declared free from infection by the District Community Physician

Typhoid fever: Until declared free from infection by the District Community Physician

Impetigo: Until the skin is healed

Pediculosis (lice) Until appropriate treatment has been given

Plantar warts: No exclusion. Should be treated and covered

Ringworm of scalp: Until cured

Ringworm of body: Seldom necessary to exclude provided treatment is being given

Scabies: Need not be excluded once appropriate treatment has been given



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Medication Policy

- No medicines shall be administered to any child without prior written consent of the parent/carer.
- All medication will be signed into the club recording the name of the child, time to be taken, the dosage and parent signature on the relevant records.
- Medication will be stored in a safe, secure place out of reach of the children.
- Staff are to check the medication is clearly marked with the child's name, dosage and date of dispensing.
- Staff are to sign when medication has been given.
- Parents are to sign on the collection of their child, the medication record informing them of the medication received.
- Only prescribed medication will be administered by the provision.
- Children's medication and allergy information is located in the staff office due to child protection and confidentiality.



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Lost children Policy

Trips and outings

- Prior to trips/outings senior staff should complete a risk assessment of the area and seek contact numbers where applicable; information should be shared with the Out of School Club staff.
- In the event of a lost child, the manager should be informed immediately. All other children and staff should group together immediately in one area. The lead person should inform all other staff of the situation and deploy staff where necessary.
- A search should be made of the immediate area and regular contact should be kept with the Out of School Staff and children to monitor the situation.
- In the event of the child not being found the Out of School Club manager should contact the child's parent/carer, local police and the head teacher.
- Arrangements should be made for other children and staff to return to the setting (Amblecote Primary School).

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.
- A thorough search should be made of the premises both internally and externally.
- The manager will inform the child's parent/carer and Mrs A Mason (head teacher) and also the local police should be contacted.



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Late and uncollected children Policy

In the event of any child(ren) being left at the Out of School Club due to unforeseen circumstances, Dudley Social Services would be contacted if the child lives within the Dudley area or Birmingham or Sandwell if the child lives within these areas. 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 occurred.

The ultimate cost of the non/late collection of children, is the forfeit of the club.

Emergency Duty Team Out of Hours Borough Wide—01384 818283



Out of School Club

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.



Out of School Club

Head lice Out of Amblecote

Head lice are a community problem and need a community solution so school, families and community health advisors/GP's need to work together to keep head lice away.

School Perspective:-

If head lice (the living parasite) are observed by any adult in school their parents will be informed at the end of the day.

If the infestation is bad parents will be sent for immediately to treat the child in question.

No more 'bug busting' letters will be sent out – it's not making a difference to the spread of head lice and is not environmentally friendly with the amount of paper used.

Nit combs and details of treatment are available free from our school office or our school nurse (01384 323767).

Annual staff/parent workshops will update everyone of procedures.

Parents

YOU are responsible for regularly checking that your child does not have head lice.

YOU are responsible for treating your child immediately and properly when they do get head lice.

Community Health

The school Health Advisor/nurse, local GP's and chemists/pharmacies will be able to advise about detection and treatment.

If you require advice or help please contact our school nurse on 01384 323767.



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Fee's Policy

In the interests of running a sustainable Out of School club facility for parents/carers, it is important that we receive prompt and regular payments 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, cash, cheque or computer vouchers etc.

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.

You can request an itemised bill from club at any time to confirm payment amounts. An itemised bill will be sent out to any parent/carer that is late making their regular payment to club.

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 however a minimum of half termly receipts will be sent out to cover any payments made within that time period.

As spaces are limited in Out of School club any child booked into club who does not attend without prior explanation will be charged half of their normal daily fee and this will be added to your itemised bill.

There will also be a late collection penalty for parents/carers who arrive late to pick up their child without prior warning. This penalty will be: 50p per child per 5 minutes that you are late.



Out of School Club

Whistleblowing Policy and Procedure

1. INTRODUCTION

1.1 Employees are often the first to realise that there may be something seriously wrong with their school and/or LA. However, they may not express their growing concerns because they feel that speaking up would be disloyal to their colleagues or to the LA. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may be just suspicion of malpractice and wrongdoing at work.

1.2 The LA and school governing body are committed to the highest possible standards of openness, probity and accountability. In line with this commitment, we encourage employees and others with genuine concerns about any of the Council's or governing body's work to come forward and voice those concerns. This policy document makes it clear that employees can do so without fear or reprisals. The whistleblowing policy is intended to encourage and enable employees to raise such concerns within their school or where appropriate the LA rather than overlooking the problem or blowing the whistle outside.

1.3 This procedure accords with the requirements of the Public Interest Disclosure Act 1998 and is compatible with the conventions contained in the Human Rights Act 1998.

1.4 The procedure allows school-based employees to raise concerns about the management of the school with the governing body and to raise concerns about the governance of the school with named LA officers. The procedure also allows school-based employees who have concerns about the LA to raise these concerns with named LA officers.

2. AIMS AND SCOPE OF THIS POLICY

2.1 This policy aims to:

- ☐ Provide avenues for you to raise genuine concerns and receive feedback on any action taken;
- ☐ Allow you to take the matter further if you are dissatisfied with the governing body or LA response;
- ☐ Reassure you that steps will be taken to protect you from reprisals or victimisation for whistleblowing in good faith.

2.2 There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This whistleblowing policy is intended to cover genuine concerns that fall outside the scope of other procedures.



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That concern may be about something that:

- ☐ Is unlawful;
- ☐ Is against the Governing Body's Standing Orders or policies;
- ☐ Is against the Council's Standing Order or policies;
- ☐ Falls below established standards of practice;
- ☐ Amounts to improper conduct;
- ☐ Is a Health and Safety risk, including risks to the public as well as pupils or other colleagues;
- ☐ Is damaging the environment;
- ☐ Contradicts the Council's or Governing Body's Codes of Conduct.

Further examples are provided at Appendix 1.

2.3 The procedure will be communicated to all school employees as well as agency workers and supply teachers working in schools on a temporary basis.

3. SAFEGUARDS

3.1 Harassment or Victimisation

The governing body and/or LA recognise that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal. The governing body and/or LA will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith. However, should you feel that you have suffered harassment, either directly or indirectly as a result of raising a concern, you should refer to the School's Harassment and Bullying Policy and Code of Practice.

This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

3.2 Confidentiality

The governing body and/or LA will do its best to protect your identity when you raise a concern. However, it must be appreciated that, in the interests of natural justice, any investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

3.3 Anonymous Allegations

You are strongly encouraged to put your name to any allegation. Concerns expressed anonymously are much less powerful. Anonymous allegations will be considered and any action taken at the discretion of the governing body and/or LA.

In exercising this discretion, the following factors will be taken into account when considering how to deal with any allegations:

- ☐ The seriousness of the issues raised;
- ☐ The credibility of the allegation; and
- ☐ The likelihood of confirming the allegation from attributable sources.



Out of School Club

3.4 Malicious or Vexatious Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make a malicious or vexatious allegation, disciplinary action may be taken against you in accordance with the School's Disciplinary Procedure.

4. HOW TO RAISE A CONCERN

4.1 As a first step, you should normally raise concerns with your immediate line manager or Headteacher. This depends, however, on the seriousness and sensitivity of the issues involved and who you think may be involved in the malpractice. For example, if you believe that your line manager is involved, you should approach your Head. If you feel the Head may be involved, your Chair of Governors should be approached and/or one of the Authority Officers named in Appendix 2.

4.2 If the concern is about the governing body or the LA, the matter should be raised with a named LA officer (Appendix 2).

4.3 Advice and guidance on how matters of concern may be pursued can be obtained from:

- ☐ Your line manager;
- ☐ Headteacher;
- ☐ Chair of Governors;
- ☐ Education Human Resources;
- ☐ Internal Audit;
- ☐ The Monitoring Officer (see 4.6 below).

4.4 Concerns are better raised in writing. You are advised to set out background and history of your concerns, giving names, dates and places, where possible, and the reason why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can telephone or arrange to meet an appropriate officer who will agree a written statement with you. If you are a member of a trade union you may find it helpful to take advice from them about putting your concerns in writing.

4.5 You may ask your trade union representative to raise the matter on your behalf.

4.6 The earlier you express your concern, the easier it is for the governing body or LA to take action.

4.7 For concerns other than fraud, theft or corruption, you may choose to telephone the relevant LA officer in Appendix 2. You can also report your concern to the Monitoring Officer. The Monitoring Officer is the Director of Policy, Performance & Governance.

4.8 Any LA officer or Chair of Governors receiving any concern will also report it to the Monitoring Officer. This is because the Monitoring Officer has a statutory duty to consider any issue that has, or may, result in the Council being in contravention of the law or a code of practice.



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4.9 Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for initial enquiries to be made.

5. HOW THE GOVERNING BODY OR LA WILL RESPOND

5.1 The action taken by the governing body or LA will depend on the nature of the concern. The matters raised may:

- ☐ Be investigated internally;
- ☐ Be referred to the Police;
- ☐ Be referred to an external Auditor;
- ☐ Form the subject of an independent enquiry.

5.2 In order to protect individuals, the governing body and the LA, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (e.g. child protection or discrimination issues) will normally be referred for consideration under those procedures.

5.3 Some concerns may be resolved by agreed action without the need for an investigation.

5.4 Within ten working days of a concern being received, the governing body or the LA will write to you:

- ☐ Acknowledging that the concern has been received;
- ☐ Indicating how it proposes to deal with the matters;
- ☐ Giving an estimate of how long it will take to deal with the matter;
- ☐ Telling you whether any initial enquiries have been made; and
- ☐ Telling you whether further investigations will take place, and if not, why not.

5.5 The amount of contact between the governors and/or LA officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary further information will be sought from you.

5.6 When any meeting is arranged to discuss your concerns, you have the right, if you so wish, to be accompanied by a trade union representative or a work colleague who is not involved in the area of work to which the concern relates and who also who could not be called as witness.

5.7 The governing body or LA will take steps to minimise any difficulties, which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the governing body or LA will advise you about the procedure.

5.8 The governing body and the LA accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will receive information about the outcome of any investigations.

5.9 Any person who is subject of an allegation should, at the appropriate times be given details of the allegation in order to respond. They will have the right to trade union representation.



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6 . HOW THE MATTER CAN BE TAKEN FURTHER

6.1 This policy is intended to provide you with an avenue to raise concerns with your governing body or with the LA. The governing body and the LA hopes you will be satisfied. If you are not and you feel it is right to take the matter outside the Council, the following are possible contact points:

- ☐ Your local Council member (if you live in the area of the Council);
- ☐ Ombudsman;
- ☐ External Auditor;
- ☐ Relevant professional bodies or regulatory organisations;
- ☐ Your solicitor;
- ☐ The Police;
- ☐ Other bodies prescribed under the Public Interest Disclosure Act 1998 e.g.:
- ☐ The Audit Commission for England and Wales
- ☐ Data Protection Registrar
- ☐ Serious Fraud Office
- ☐ Environment Agency
- ☐ Health and Safety Executive

6.2 If you do take the matter outside your governing body, LA or Council you need to ensure that you do not disclose confidential or privileged information. Where confidential or privileged information is inappropriately disclosed you may be subject to disciplinary action. Employees considering such action should make themselves aware of Part IVA of the Employment Rights Act 1996 as inserted by the Public Interest Disclosure Act 1998.

7. THE RESPONSIBLE OFFICER

7.1 Within the council the Monitoring Officer, Director of Policy, Performance & Governance, has overall responsibility for the maintenance and operation of this policy. The Monitoring Officer maintains a record of genuine concerns raised and the outcomes are reported as necessary to the Council, in a form that endeavours to maintain your confidentiality as far as possible (please see paragraph 3.2).

7.2 Within your school the Chair of Governors will carry out the functions carried out by the Monitoring Officer. The Chair will report as necessary to the Governing Body rather than the council, in a form that endeavours to maintain your confidentiality as far as possible.



Out of School Club

REVIEW AND MONITORING

8.1 This policy will be reviewed and monitored on an annual basis. The Governing Bodies should have particular regard to the identification of the number of racist incidents and racial harassment.

APPENDIX 1

EXAMPLES OF CONCERNS

This list illustrates the kind of issues the Council would consider as malpractice or wrongdoing that could be raised under this whistleblowing policy. Reference should also be made to the Disciplinary Rules for Schools. However, neither list is exhaustive.

- ☐ Poor or unprofessional practice by a member of staff, governor or an agency which results in the service user not getting the same quality of service which is available to others;
- ☐ Improper/unacceptable behaviour towards a service user which could take the form of emotional, sexual or verbal abuse, rough handling, oppressive or discriminatory behaviour or exploitative acts for material or sexual gain;
- ☐ Any unlawful activities, whether criminal or in breach of civil law;
- ☐ Fraud, theft or corruption;
- ☐ Concerns regarding possible breaches of Health and Safety Regulations;
- ☐ Harassment, discrimination, victimisation or bullying of employees and/or service users;
- ☐ Leaking confidential information in respect of Governing Body or Council activities and/or records;
- ☐ Undertaking of undisclosed private work which may conflict with duties and responsibilities, or which are being carried out during work time;
- ☐ Inappropriate contact with members of the public within council or school facilities, or whilst carrying out governing body duties and/or Council duties or outside working time;
- ☐ Taking gifts or inducements;
- ☐ Inappropriate use of external funding or school budget;
- ☐ Maladministration as defined by the Local Government Ombudsman;
- ☐ Breach of any Statutory Code of Practice;
- ☐ Breach or failure to implement or comply with any Governing Body policy;
- ☐ Misuse of Council/school assets, including computer hardware and software, buildings, stores, vehicles.



Out of School Club

Empty Pocket Policy

Amblecote Primary School Breakfast/Out of 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 Amblecote Primary School Breakfast/Out of School Club to place electronic devices, which can capture or store images eg. Mobile phones, cameras, games consoles and USB sticks in a secure area in the manager's office.

In case of an emergency, staff, volunteers and visitors can be contacted on the Breakfast/Out of School club's mobile 07562168300.



Out of School Club

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 baby sitting services for a family of the provision.



Out of School Club

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 conflict of interest form.
- Adults should always approve any planned social contact with children of families with senior colleagues. Report and record any situation which may place a child at risk or which may compromise the setting or the own professional standing.
- Employees should at all times follow their employers Code of Conduct. 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.



Out of School Club

Evacuation Policy

In the event of evacuation from the mobile we will go directly over to the main school building.

There are copies of all the children's emergency contacts in the main school office.

All children's medication is stored in the main school building.

Once there we will adhere to all school's relevant policies and procedures.



Out of School Club

Priority Policy

Places will be allocated as shown:

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