

St Anne's Street, Padiham, Lancashire, BB12 7AX
Headteacher: Mr. M. S. Dixon B.Ed. (Hons), M.Ed.
Telephone: 01282 776855 Email: bursar@padihamgreen.lancs.sch.uk



Padiham Green Church of England Primary School

Out of School Club (OSC) Policy

Contents

STAFF	3
ACCIDENTS, ILLNESS AND EMERGENCIES	3
Major Accidents/Illnesses	3
ADMISSIONS	4
Opening Times	4
Bookings	4
Fees	4
Snack Time	5
Sickness/Cancellation	5
ARRIVAL & DEPARTURE OF CHILDREN	5
CHILD PROTECTION	5
MEDICATION	6
OUR PROMISE TO YOU	6
CLUB RULES	6
COMPLAINTS PROCEDURE	7
EQUAL OPPORTUNITIES	7
FIRE PROCEDURES	7
HEALTH AND SAFETY	8
MISSING CHILDREN	9
OUTDOOR PLAY	9
SMOKING & DRINKING	9
SEND	10

STAFF

Mrs. Deborah Barsby – Chair of Governors

Mr. Mark Dixon – Headteacher & Designated Safeguarding Lead (DSL)

Mrs. Lisa Tyrer – Deputy Headteacher & Deputy DSL

Mr. Mark Tranmer – Assistant Headteacher & SENDCo

Mrs. Enid Simpson – Breakfast Club (BFC) Supervisor

Mrs. Janet Mellor - After-School Club (ASC) Supervisor

ACCIDENTS, ILLNESS AND EMERGENCIES

Accidents & Illnesses

- All accidents will be recorded in the Accident Record Book.
- Padiham Green's OSC has a First Aid Box, which is kept well stocked. Its contents must be checked on a regular basis by the Club Supervisor and comply with the provisions of the First Aid Regulations.
- When a child feels ill during the sessions we will always try to contact the parent or emergency contact as soon as possible.
- All children awaiting collection will be supervised.
- Parents will always be notified of any bumps to the head or minor injuries.
- Children with asthma will have access to their medication at all times.

Major Accidents/Illnesses

- First aid will be applied, where necessary for all accidents.
- An ambulance will be called, if necessary, providing details of the injury, the location of the premises, the name of the child and any other information requested.
- The child's parents/carer will be contacted.
- If the child's parent/carer has not arrived when the ambulance is ready to leave, a member of staff will accompany the child to the hospital.
- An incident report will be completed as soon as possible after the event and a RIDDOR report submitted.

ADMISSIONS

All children attending Padiham Green Church of England Primary School are eligible to attend Padiham Green's OSC.

Opening Times

Padiham Green's OSC operates Monday to Friday during term time. Hours of opening are:

Mornings	7.30 am – 8.55 am
Evenings	3.30 pm – 5.30 pm *

*All children must be collected by this time or a financial penalty may be imposed.

Bookings

Priority places will be given to regular users (this is defined as those who book their children into the club for set patterns each week).

Priority will be given to those who require full-time places above those requiring part-time places, where days might be blocked and left vacant as a result.

Ad-hoc places will be available on a first come first served basis and with previous notice of at least 48 hours. Please do not turn up to OSC without providing us with prior notice as we may not be able to accommodate you.

Fees

The fees, per session are as follows:

Mornings	£4.00 per child
Afternoons	£6.00 per child

Fees must be paid weekly, in advance on the Friday before. Preferred payment is via ParentPay. Late or non-payment of fees could result in termination of place. Fees are still payable during periods of sickness or absence from school. We will not charge parents for days we are closed.

Other methods of payment can be discussed with the School Office.

Snack Time

A snack will be provided during each session, following registration.

Drinking water will be available at all times.

Sickness/Cancellation

If you need to cancel any sessions which are booked please notify the school office as soon as possible. Unfortunately, **no refund can be given for absence or temporary cancellation.**

In the unlikely event of illness or unavailability of staff, we reserve the right to cancel any session at anytime. All effort will be made to avoid this situation occurring, but no charge will be made for such circumstances.

ARRIVAL & DEPARTURE OF CHILDREN

The Club will be staffed fifteen minutes prior to the arrival of children. Due to Ofsted registration restrictions, children cannot be received prior to the start of the session.

- Parents/Guardians must sign children in when dropping off (mornings only) and out on collection (evenings only) including times.
- Only adults identified on the 'Adults Authorised to Collect' form will be allowed to collect children, unless advance notice has been given to the school office.
- Parents/Guardians must adhere to the hours of opening and collect their children promptly.
- Constant lateness will result in your place at Padiham Green's OSC being reviewed.

CHILD PROTECTION

Padiham Green's OSC provides a safe and caring environment for all the children and all staff and visitors are required to operate within the parameters of the government's 'Keeping Children Safe in Education' document. The OSC Policy runs alongside our other school policies including our Child Protection Policy; which can be found on our website.

We ask that if a parent has any safeguarding concerns surrounding a pupil or staff member that they contact the DSL Mr. Mark Dixon and in his absence refer to our safeguarding board in the entrance of school or the school website to identify other members of safeguarding staff.

MEDICATION

We understand, that occasionally children may need to take certain prescriptions or other proprietary medicines outside of school hours ie. for asthma etc. Should this be necessary, school's usual medication policy will apply.

A 'medicines to be administered in school' form needs to be completed in order for any prescribed medicine to be administered in school or during the OSC. Parents must hand any medication directly to a member of staff please and not rely upon children to pass them over.

Please refer to Padiham Green's medication policy for full details of what and how medication can be administered in school.

OUR PROMISE TO YOU

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your children as set out in this policy.

We aim to:

- Provide a wide range of stimulating and creative activities in a safe and caring environment.
- Welcome you at all time to discuss our work and to talk about your children
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your children's experiences, friendships, achievements and progress.
- Listen to your views, concerns and suggestions to ensure we continue to meet your needs and those of your child.

CLUB RULES

1. All children are expected to behave appropriately at OSC as they would during school hours and in line with our school Behaviour Policy (found on our school website).
2. Everyone will act with consideration, care and courtesy towards others at all times.
3. Club staff will recognise and encourage positive behaviour.
4. Children are not permitted to leave OSC once they arrive, without being signed out by the designated parent or guardian.
5. Bullying in any form is not tolerated at Padiham Green C of E Primary School and this extends to our OSC in line with our 'Behaviour Policy'.

COMPLAINTS PROCEDURE

Padiham Green's OSC aims to provide a high quality, efficient and accessible service to parents and children.

We review our OSC policy annually and as part of this process we review our procedures too. We always encourage our parents to inform us if they believe there is a need for improvement or change and we would ask that in the first instance please contact either Mrs. Simpson (BFC) or Mrs. Mellor (ASC).

From time to time, however, parents and members of the public may express concern or make a complaint, either orally or in writing, about some aspect of the conduct/operation of the School, the conduct of the Headteacher, an individual member of staff, the Governing Body or an individual governor. The School will always give serious consideration to concerns and complaints that are brought to its attention. In considering concerns or complaints, the School will ensure that they are dealt with effectively and with fairness to all parties. Where possible complaints will be resolved informally. Where a complaint has not been resolved informally, then we would refer our parents to our 'Complaints Procedure' on our School Website.

EQUAL OPPORTUNITIES

The policy supports diversity, inclusion and equality in all aspects of our OSC and this policy is to be used in addition to our Equality Statement and Policy found on our school website.

FIRE PROCEDURES

The Club Supervisor will ensure that:

1. All staff and children are aware of the arrangements that are to be followed in the event of a fire.
2. A regular fire practice is carried out at least once a term to ensure that all children and staff are familiar with the fire practice procedures. Instructions will be given to all pupils on how to vacate the rooms occupied by the Club. These practices will be recorded in the Fire Practice Record Book.

HEALTH AND SAFETY

- Padiham Green's OSC are always happy to discuss any concerns you may have regarding the well being of your child/children.
- All staff will ensure the Club premises are, at all times, safe and secure for themselves, children, parents and visitors.
- Activities will be planned with an appropriate level of supervision and safety aspects will always be considered.
- All accidents must be recorded in the accident book and dealt with according to our 'First Aid Policy'.
- The OSCs have a first aid box, which is kept well stocked and checked regularly.
- A register is kept of all the children present at OSC.
- Children will not be left unattended at any time.
- Outside doors will be kept closed at all times to ensure the children cannot leave the building without an adult (and unauthorised people cannot enter the building).
- Parents/carers must not open the door for another adult without permission from a member of staff please.
- Children are made aware of any areas which are out of bounds.
- Cleanliness is maintained.
- All children are encouraged to wash their hands after using the toilet, before eating and before taking part in cooking activities. They are also encouraged to dispose of rubbish promptly and correctly.
- Cleaning materials are kept out of reach of children.
- Equipment and toys will be checked regularly by the staff.
- There is a regular fire drill, as stated in our Fire Procedure section.

NON-COLLECTION OF CHILDREN

All parents/legal guardians **must** supply two up to date emergency contacts that would be able to collect their child in an emergency if they are unable to do so. These contacts should be able to collect the child within fifteen minutes.

Children should be collected by the latest time of 5.30 pm. Persistent late collection could result in loss of membership.

MISSING CHILDREN

1. Children booked in who do not arrive –

Please inform us if your child will not attend. If you do not contact us, the following procedures will be put into operation by the staff:

- a) Parents will be telephoned at home or at work to check their child's attendance
- b) If parents cannot be reached, the emergency contacts will be telephoned
- c) The full fee will still be charged for non-attendance, unless the place is cancelled permanently.

OUTDOOR PLAY

During the session children will have the opportunity to play outside in the playground and grounds, weather permitting.

No children will be allowed to play outside unsupervised.

A member of staff will always be present to organise and help with team games.

The children are not to cross the boundaries set out by the OSC staff under any circumstances.

Any parent/carer arriving to collect a child from ASC must collect their child from the ASC room not from the yard if their child is outside at this time.

SMOKING & DRINKING

Padiham Green's OSC insists that:

- A NO SMOKING Policy is in operation at all times including the use of vapes on the school grounds.
- No alcoholic drinks are to be brought to or consumed on the premises.

SEND

Padiham Green's OSC provides care and education for all children, irrespective of their individual needs and assist them to reach their full potential. The OSC aims to recognise the needs of all children and act accordingly via the correct channels of communication with parents and other professionals.

Staff will have opportunity to liaise with parents and the SENDCo (Mr. Mark Tranmer) to ensure appropriate provision is offered to children with SEND. Due consideration is given to access and facilities and outside agencies, where necessary, will be contacted for guidelines relating to individual needs.

Parents, staff and children will work together, using Educational and Individual Healthcare Plans to ensure individual needs are met.

This policy should be read and used in conjunction with our 'SEND Policy and Statement' on our website.