

Padiham Green Church of England
Primary School

Out of School Club
Policies



CONTENTS

Policy

Accidents, Illnesses and Emergencies Policy

Admission Policy

Arrival and Departure of Children Policy

Child Protection Policy

Club Pledge to Parents

Club Rules

Complaints Procedure Policy

Discipline/Behaviour Policy

Equal Opportunities Policy

Fire Procedures Policy

Health and Safety Policy

Medication Policy

Non-Collection of Children Policy

Missing Children Policy

Outdoor Play Policy

Smoking and Drinking Policy

Special Needs Policy

ACCIDENTS, ILLNESS AND EMERGENCIES POLICY

**If your child is taken ill during the school day or is absent from school they cannot attend Padiham Green's Out of School Club.
Please inform the Club as soon as possible.**

Accidents & Illnesses

- All accidents and illnesses must be recorded in the Accident Record Book.
- Padiham Green's Out of School Club 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.
- Any special medical needs should be recorded.
- Parents will always be notified in writing of any bumps to the head or minor injuries.
- Children with asthma should have access to their medication at all times.
- Aspirins or paracetamol should not be given to children.
- All staff should hold a current First Aid Certificate.

Major Accidents/Illnesses

- Apply first aid.
- Call an ambulance providing details of the injury, the location of the premises, the name of the child and any other information requested.
- Contact the child's parents/carer.
- If the child's parent/carer has not arrived when the ambulance is ready to leave, a member of staff must accompany the child to the hospital.
- An incident report should be completed as soon as possible after the event and given to the supervisor.
- Constant lateness will result in your place at Padiham Green's Out of School Club being reviewed.

ADMISSIONS POLICY

The Admissions Policy is drawn up within the equal opportunities framework outlined in Padiham Green's Out of School Clubs Equal Opportunity Policy.

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

Opening Times

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

Mornings	7.30 am – 9.00 am
Evenings	3.30 pm – 5.30 pm *

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

Bookings

The maximum number of children we are allowed to care for is:

Mornings	30
Evenings	24

Priority places will be given to regular users – this is defined as those who book their children into the club for a specific number of sessions per half term.

Occasional users needs will be satisfied on a first come first served basis.

Late bookings for after school care will be accepted by telephone.

Fees

The fees, per session are as follows:

Mornings	£3.75 from 7.30 am per child £3.00 from 8 am per child
Afternoons	£6.00 per child

Fees must be paid weekly, in advance on the Friday before. Preferred payment is direct to the bank or cash to the Out of School Club. Late or non-payment of fees could result in termination of registration.

OUT OF SCHOOL BANK DETAILS - BARCLAYS

SORT CODE : 20-15-70
ACCOUNT NO : 43887243

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 Padiham Green's Out of School Club as soon as possible. Unfortunately, **no refund can be given for absence**. All missed sessions must be paid for.

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.

This policy will be reviewed annually to try and ensure fairness at all times.

ARRIVAL & DEPARTURE OF CHILDREN POLICY

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.

- It is imperative that Padiham Green's Out of School club is informed, in advance of the sessions, in writing, if any child is involved in extra-curricular activities.
- If an expected child does not arrive by 8.20 am and 3.35 pm (without prior warning) respectively the Missing Children Policy will be put into place. Please note that if a child expected at 7.30 am does not arrive by 7.50 am this same policy will apply.
- 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 Padiham Green's Out of School Club Supervisor.
- 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 Out of School Club being reviewed.

CHILD PROTECTION POLICY

Padiham Green's Out of School Club aims to provide a safe environment for all the children.

All allegations/reports or suspicions of abuse will be treated sensitively but seriously.

Any allegations made against any member of staff will be dealt with the utmost urgency and confidentiality.

If any member of staff has any concerns about the welfare of any child they will speak with Mrs Carole Atkinson (DSL) or Mr Mark Dixon (back up DSL) who will then deal with the matter in a confidential way.

Any disclosure made by a child that could indicate abuse – be this physical, sexual or emotional – will be investigated sensitively and with full confidentiality.

Everyone will follow the guidelines and procedures set down in the Local Authority Child Protection Procedures.

MEDICATION POLICY

Padiham Green's Out of School Club feel that it should not be usually necessary for any child to take medicines during the time the Club is open. However, occasionally children may need to take certain prescription or other proprietary medicines during that time ie. for asthma etc. Should this be necessary, medicines should be clearly labelled with the child's name and handed to the Club Supervisor at the beginning of the session. A letter should accompany all medicines from the parent or legal guardian, giving clear instructions for the administration.

At the end of the session the medicines, with instructions should be handed back to the parent.

A record will be kept in the Club of any medication administered detailing:

- Child's name
- Date and time
- Dosage given
- Administrator
- Parent informed

CLUB PLEDGE TO PARENTS

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 Padiham Green's Out of School Club's Policies.

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, to talk about your children or take part in any of the activities.
- Keep you informed of opening times, fees and charges, menus and procedures.
- 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.
- Ask your permission for outings and special events.
- 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 the Club.
2. Everyone will act with consideration, care and courtesy towards others at all times.
3. Club staff will encourage positive behaviour by recognising and rewarding good or kind behaviour.
4. Children must not leave the Club once they arrive without being signed out by the designated parent or guardian.
5. No rough games, fighting, bullying, name calling or behaviour likely to cause distress or cause health and safety concerns.
6. Although personal belongings can be brought into the Club, they are the responsibility of the child and Padiham Green's Out of School Club will not be held responsible for loss or damage.

DISRUPTIVE BEHAVIOUR

1. All rules will be applied consistently by staff and positive rewards for good behaviour will be given to the children. These may be in the form of stickers, certificates etc.
2. If rules are broken or disruptive behaviour is a regular problem, parents will be informed and invited to become involved in positive strategies to improve behaviour.
3. If disruptive behaviour cannot be resolved by consultation between parents and staff, then the child will lose its membership.

COMPLAINTS PROCEDURE POLICY

Padiham Green's Out of School Club aims to provide a high quality, efficient and accessible service to parents and children.

The way that Padiham Green's Out of School Club runs is reviewed on a regular basis. However, from time to time a parent or child may feel they have a complaint about some aspect of the Club, or an individual member of staff. Usually it should be possible to resolve any problems as soon as they occur. If this is not the case, then the following formal complaints procedure should be adopted.

- All complaints will be taken seriously and dealt with fairly and in a way which respects confidentiality.
- Put your complaint in writing to one of the following – Club Supervisor – Enid Simpson or Janet Mellor. Please include full details of the problem with appropriate names and dates.
- We will acknowledge your complaint as soon as possible and a full investigation will be carried out within 14 days. If there is a delay you will be informed of the reasons. We will then keep you informed and give you a full reply.
- The response you receive will also be given to the staff concerned, with recommendations for action to be taken.
- Individual members of staff have the right to reply to any complaint at any stage.

DISCIPLINE/BEHAVIOUR POLICY

- The Club Rules will be discussed within Padiham Green's Out of School Club and explained to all newcomers, both children and adults.
- All the children at the Club will receive positive encouragement to mix and play together with consideration for the feelings and needs of others.
- Club staff will try to ensure that no particular group or individuals are associated with particular behaviour on the basis of gender, race, religion or class.
- We will adopt a clear set of rules which are consistently applied, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- We will adopt a clear set of consequences for breaking these rules, which are consistently applied by staff.
- Every child starts the day with a 'clean slate'.
- Parents are involved in the positive strategies and informed of the behaviour of their child on a regular basis.
- Staff will try to provide a positive model for the children to regard to friendliness, care and courtesy.
- Staff will praise and endorse desirable behaviour such as kindness and willingness to share.
- Physical punishment, such as smacking or shaking, will neither be used nor threatened.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour not the child that is unwelcome.
- A child who misbehaves will never be sent out of the room by themselves or humiliated by such techniques as the 'naughty chair' – a period of 'time out' might be achieved by a 'one to one' with a member of staff.
- Incidents should be recorded in the 'Incident Book'.
- Recurring problems will be tackled by the whole Club, in partnership with the child's parents – using records/'incident' reports to establish an understanding of the cause.

EQUAL OPPORTUNITIES POLICY

- The policy aims to challenge discrimination in all areas at Padiham Green's Out of School Club.
- We aim to ensure that the Club reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.
- We are committed to policies, procedures and practices which value and respect the different racial origins, religions, cultures and languages in a multi-racial society so that each child is valued as an individual without racial or gender stereotyping.
- We are committed to policies, procedures and practices, which enable children to develop positive attitudes to different race, culture and language and differences of gender.
- Comments or acts expressing discrimination will be challenged sensitively. Language or behaviour designed to be offensive to any group within society is unacceptable and will not be tolerated.
- Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.
- We aim to provide good quality out of school care for all children and families at Padiham Green's Out of School Club.
- All children will be treated with equal respect, recognising individual children have individual needs. We will encourage children to value themselves and respect others.
- No child will be discriminated against because of race, culture, class, religion, gender, ability or disability.
- Padiham Green's Out of School Club and members of staff will recognise a child's own needs and where possible those needs.
- Padiham Green's Out of School Club and members of staff will encourage children to value themselves and respect others.

FIRE PROCEDURES POLICY

The Club Supervisor will ensure that:

1. All the staff team 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 should be given on how to vacate the rooms occupied by the Club. These practices should be recorded in the Fire Practice Record Book.

In the event of fire:

1. The children should be directed out of the building using the designated fire exits and line up at the pre-defined assembly points. They should leave in an orderly manner, not running and should not wait to collect any belongings.
2. At the assembly point the Supervisor should count the children before checking the register.
3. The Supervisor will check that everyone is accounted for.
4. No person is to return to the building until instructed by the Fire Brigade that it is safe to do so.

The Club Supervisor must:

1. Ensure the building is fully evacuated.
 2. Check the location of the fire and telephone the Fire Brigade by dialling 999 unless they are **CERTAIN** it is a false alarm.
- Fire extinguisher and fire alarm point is situated in the waiting area.
 - Staff should always be aware of these locations.
 - Staff should always be aware of any hazard that may be a fire risk.
 - Staff should not smoke anywhere in the building or in the grounds or in the presence of the children.
 - Padiham Green's Out of School Club has a strict NO SMOKING Policy as stated in our Smoking and Drinking Policy.

HEALTH AND SAFETY POLICY

- Padiham Green's Out of School Club 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.
- Dangerous behaviour by the children will be discouraged at all times.
- All accidents must be recorded in the accident book.
- The Club have a first aid box, which is kept well stocked and checked regularly.
- A register is taken as soon as the children arrived in the Club room.
- Children will not be left unattended at any time.
- Outside doors must be kept closed at all times to ensure the children cannot leave the building without an adult (and unauthorised people cannot enter the building).
- 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 Policy.

NON-COLLECTION OF CHILDREN POLICY

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 POLICY

This policy covers two possible instances:

1. Children booked in but do not arrive –

Any sessions that are booked must be cancelled as the Admissions Policy states. If they are not cancelled, 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

2. Children arrive and are late missing –

Procedures as in a) and b) above are put into operation and if the matter is not resolved then this is followed by:

- c) Contact the police.

OUTDOOR PLAY POLICY

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 out 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 Out of School Club staff under any circumstances.

Any parent/guardian arriving to collect a child must return to the Out of School Club room and allow a member of staff to retrieve the child/children and then follow the signing out procedure as stated in the Arrival and Departure of Children Policy.

SMOKING AND DRINKING POLICY

Padiham Green's Out of School Club insists that:

- A NO SMOKING Policy is in operation at all times.
- No alcoholic drinks are to be brought onto the premises.
- No member of staff should have consumed alcohol if they are to be responsible for the children.
- No hot drinks to be left within reach of the children.
- Smoking and drinking of alcohol is not permitted in the building or outside at **ANYTIME** when the children are present. This rule is **STRICTLY** enforced and all staff and parents are to be made aware of it.

SPECIAL NEEDS POLICY

Padiham Green's Out of School Club endeavours to provide care and education for all children, irrespective of their individual needs and assist them to reach their full potential.

The club 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 to ensure appropriate provision is offered to children with SEN.

Due consideration is given to access and facilities and every effort has been made to make attendance trouble free.

Outside agencies will always be contacted for guidelines relating to individual needs.

Parents, staff and children will work in close proximity to ensure individual needs are met.