



Keresforth Primary School Out of School Club – 2015/2016

Provision

The out of school childcare club helps parents or carers who need wrap around playcare for their children while they are at work. The after school club is for children aged from 4 – 11 (4 year olds in the reception class are eligible to attend). The club is a place where children can access a play environment which is stimulating and varied with a range of activities such as arts/crafts, games and physical play for children to choose from. A quiet area for reading and homework is also available. Children are supervised until a parent or carer arrives to collect them. The Out of school club follows policies and procedures already in place within the school.

Staff

Qualified staff supervise activities (one member of staff to every 8 children). Currently there is space for 16 children in the after school club.

Permanent staff;

Mrs V Mellor – Out of School Club Co-ordinator

Mrs S Hartshorn – Out of School Club Assistant

Mrs K Saxon - Out of School Club Assistant

Location

The after school club is situated in the room in the right hand corner of the school hall. The club also have use of the school hall and outside facilities.

Opening hours

After school club is open 5 days a week, term time only from end of school until 5.45p.m. Children will be met in the school hall and escorted to the after school club room where a register will be taken.

Waiting list

A waiting list will be in operation and places are allocated strictly according to availability of spaces and length of time on the waiting list.

Fees

After school club **£7.50 per session**

Fees for the week must be paid in full on or before the first day of attendance.



Keresforth Primary School
Out of School Club – 2015/2016

Childcare vouchers, cash or cheques are all accepted (cheques should be made payable to Keresforth Primary School).

Fees will be reviewed annually and there will be one month's notice of any change.

All sessions must be **booked in advance** and once booked a minimum of **2 days notice** must be given to change or cancel a session or we will invoice all pre-booked sessions. To inform us of illness or non attendance, please contact the school during office hours on 01226 284147.

Up to **3 sessions per term may be cancelled without a fee** due to sickness, appointments etc.

There will be no reduction in fees for any further cancellations and they will be charged at full rate.

Please note that any payments which fall **4 weeks into arrears will incur a 10% surcharge.**

Failure to clear outstanding arrears at this time will result in your child's place being terminated and outstanding monies will be reclaimed by a debt recovery agency.



Keresforth Primary School Out of School Club – 2015/2016

Child protection policies & procedures

The Out of School club will follow the policies and procedures laid down by the school. We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse will be promptly and appropriately responded to. In order to achieve this we will:-

Exclude known abusers

It will be made clear to applicants for the posts within the clubs that the positions are exempt from the provisions of the 'Rehabilitation of offenders act 1974' In line with school policies all job applicants will be interviewed, undergo full checks and asked to provide references. In case of applicants with unexplained gaps in their employment history or who have moved rapidly from one job to another, explanations shall be sought. All appointments will be subject to a probationary period and will not be confirmed unless the headteacher is confident that the applicant can be safely entrusted with children.

Provide training

We will seek out training opportunities for all adults to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Respond appropriately to suspicions of abuse

Parents/carers will be made aware at the beginning of their involvement with us that we have a duty to communicate with the Social Services any serious concerns about a child. The child's welfare is always the priority. Changes in children's behaviour or appearance will be investigated. Parents will normally be the first point of reference but if they are not in a position to allay any legitimate anxieties, the matter will be reported to the social Services within 24 hours. In exceptional circumstances the Social services may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know.

If a volunteer or member of staff is accused of any form of child abuse there will be an investigation in line with the LEA and school procedures.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be kept. The record will include timed and dated observations describing objectively any observations and where possible the exact words spoken by the child.

Support families

With the proviso that the care and safety of the child must be paramount the school will do everything possible to support and work with the child's family.



Keresforth Primary School Out of School Club – 2015/2016

Parents in Partnership agreement

We are committed to providing a first class service to all parents and children. To this end we have drawn up the following agreement which sets out our undertaking and our expectations of you. Please read this partnership agreement carefully and return a signed copy to the School Office. Thank You.

The Out of School Club undertakes to:	Parents and carers agree to:
Keep detailed records on your child regarding contact numbers, medical and personal information, in line with the Data protection act	Provide the Out of School Club with all relevant information and medical details about the child. Also provide up to date contact details and at least one other additional emergency name and number.
Inform you of your session fee and give one month's notice of fee changes	Pay all fees promptly
Give sufficient notice of any changes to our policies or services provided and pass on any relevant information.	Give 48hours notice of any changes in attendance
Provide a service during the opening hours as advertised.	Ensure that opening and closing time are adhered to and that their child is collected by the end of the session.
Maintain security and ensure your child only leaves the centre with you or another person authorised by yourself.	Inform the Out of School Club if you are unable to collect your child giving a password and details of the person who is collecting on your behalf.
Comply with all precautionary procedures regarding all illness and communicable diseases.	Refrain from bringing their child to the Out of School Club if he/she has a communicable disease or if not well enough to attend.
Record all accidents and take your child to hospital in the event of additional care been required.	Inform staff of any accidents the child has had at home. To meet a staff member at hospital if the need arose to take child.
Contact you in the event of your child becoming ill. Administer prescribed medicines where there is written approval.	Collect their child from the Out of school club if asked due to illness. Agreement to be given to administer prescribed medication.
Inform you if your child is expressing special needs which may need additional support.	Work in partnership with the staff if it is acknowledged that their child requires additional support.
Implement an equal opportunities policy.	Respect the equal opportunities policy.
Ensure that your child is offered a nutritional breakfast and/or afternoon snack.	Notify the Out of school Club of any specific dietary requirements or allergies.
Display the emergency evacuation procedure and carry out regular drills	Follow evacuation procedures when required.
Register the children on arrival and departure.	Sign your child out of the register when collecting your child.

Signed

Date.....

Parent of

Class.....



Keresforth Primary School **Out of School Club – 2015/2016**

Behaviour

All adults and children alike follow the Golden Rules:

- **Do be gentle, never hurt anybody**
- **Do be careful, never damage anything.**
- **Do be honest, never hide the truth.**
- **Do be kind, never hurt people's feelings.**
- **Do be polite, never interrupt.**

**PRAISE IS THE BEST WAY TO IMPROVE SELF-ESTEEM AND BEHAVIOUR.
WE WILL CATCH THEM BEING GOOD!**

Unacceptable behaviour

THERE IS NO PLACE FOR RACISM, VIOLENCE, BULLYING (NEITHER PHYSICAL NOR VERBAL), VANDALISM, RUDENESS OR BAD LANGUAGE WITHIN THE CLUB AND THESE WILL ALWAYS BE DISCOURAGED.

To this end we will;

- Check the child understands what she/he is in trouble for by asking.
- Establish she/he knows that the behaviour is unacceptable.
- Focus on the effect the behaviour has on others.
- Discuss how the behaviour can be avoided in the future.
- Encourage the child to think of alternative strategies.

Incidences of unacceptable behaviour will be reported to parents and carers at the end of the session.

NB! Consistently poor behaviour will result in the contract being terminated.