



## **WISE OWL OUT OF SCHOOL CLUB POLICY**

Moldgreen Community Primary School provides high quality out of school child care. It provides a range of stimulating and creative activities in a safe environment. The Breakfast Club is run by Ms Vass and Mrs Cashin. The After School Club is run by Mrs Cashin and Miss Vass.

Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **breakfast club** operates from 7.45 - 8.45am (term time only) and costs £3.50 per session. This fee covers staffing costs as food is subsidised by the DFE.

The **after-school** club operates from 3.05pm - 5:30pm (term time only) and costs £7 per session. A drink and snack are provided.

### **Emergency Telephone Numbers**

In case of emergency please firstly contact the school mobile phone **07915251292** when the school office is closed. The number can be found on the website under Wise Owl Club.

We provide care for children between the ages of 5 and 11. Numbers attending are limited to 20 for each session.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up to date price schedule.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

## **ADMISSIONS**

- Only children attending Moldgreen Community Primary School are eligible to attend.
- Fees must be paid in advance
- Fees must be paid for agreed days, even when a child is absent.
- All places are subject to availability.
- The registration process and agreement forms must be completed before the child's commencement at the club.
- All parents will receive a paper copy of this policy and be able to view it on the website.
- Pupils can use the club on an adhoc basis provided booking, registration and agreement forms have been completed and there are spaces available. Fees must be paid before attending.
- Children must be collected by 5:30pm, or a late fee of £10 will apply. If there are issues with late pick up then a warning will be issued and this may lead to the place being withdrawn.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

## **GOOD BEHAVIOUR**

- All pupils are expected to follow the rules in the clubs.
- Children will receive warnings and parents informed of any incidents.
- All incidents will be treated individually, but serious incidents will be recorded on CPoMS by the club and reported to the Head teacher.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend the clubs.

## **CONFIDENTIALITY POLICY**

It is a legal requirement for the Out of School Clubs to hold various items of information about the children who attend the Club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. All Staff are aware that this

information is confidential and is only used within the Club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone.

### **FIRST AID**

There is always a member of staff on duty who has a first aid qualification. The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

### **RISK ASSESSMENTS**

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

### **SPECIAL EDUCATIONAL NEEDS**

We are aware that some children have special educational needs, that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

### **BOOKINGS AND PAYMENT**

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from either the school office or on the school website.

All bookings **must** be made via School Spider to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. Booking need to be ***made by midnight on the preceding Friday, but can be booked up to 100 days in advance***

### **STANDARD BOOKINGS**

Bookings and payments should be made on School Spider under "Bookings". Select either Breakfast or Afterschool.

### **CHILDCARE VOUCHERS**

If you pay by Childcare Vouchers you should book your place as above for standard bookings. As voucher payments are transferred directly to our bank account, then an email must be sent to school notifying of your payment as soon as you have made it, so that we can credit your club accounts and the bookings won't be cancelled. An email should be sent

[finance@moldgreenprimary.co.uk](mailto:finance@moldgreenprimary.co.uk) stating your child's name and the amount to be credited to breakfast and after school club to cover your specific bookings. If we do not receive this information we will not know how much to credit each club with and your bookings will be cancelled.

These bookings will then be reconciled with the Voucher payments that school receives. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify Ms Devlin in the school office should you wish to pay this way. She can be contacted via email [finance@moldgreenprimary.co.uk](mailto:finance@moldgreenprimary.co.uk)

Bookings for Breakfast Club and Afterschool club can be made/cancelled or amended on School Spider for up to 100 days in advance in accordance with the booking deadline of *midnight on the preceding Friday*.

If you require a space at either club after the cut-off, you may telephone school to check availability and if we have capacity in terms of staff ratios then we may be able to book you in.

After the deadline, we will have arranged staffing based on those numbers and therefore fees will apply if your child does not attend for whatever reason. The charge relates to the place being held and not the actual attendance.

Please do not just turn up at the clubs if you have not reserved a space. For breakfast club we will have no option but to refuse entry to the club. For after school club we will telephone you to collect your child who will be kept safely outside of the after school club. We reserve the right to charge an administration fee should this occur.

## **Payment**

Fees are currently charged at £7.00 per session for After School Club and £3.50 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. **There is discount of £1 off for a sibling. Fees must be paid in advance via School Spider.** If on the morning of a club, there is no credit in the club on School Spider, then the place will automatically be cancelled off the system.

**All sessions MUST be paid for in advance.**

## **ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

## **ORGANISATION OF CLUBS**

### **Breakfast Club**

Breakfast club opens at 7.45am. Entry is through the side hall door. There is a doorbell situated by the internal doors in the reception area. A member of club staff will answer the doorbell and meet you and your child/children with their belongings to the club.

Parents/carers must sign their child in on the sheet in the entrance to the club and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please email the breakfast club staff as soon as possible [Afterschool@moldgreenprimary.co.uk](mailto:Afterschool@moldgreenprimary.co.uk) . Where no explanation is available for a child's absence a telephone call will be made to the parent/carer in advance of the usual first day of absence calls made following school registration.

At 8.45am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

**Children not booked onto breakfast club will be refused entry.**

### **After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children will meet in the Dining Room where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

**If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely but outside of after school club. We reserve the right to charge an administration fee should this occur.**

Any children attending after school extra-curricular clubs will be collected by After School Club staff once the activity has concluded. On their return to After School Club they will be registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Parents/carers collecting children should ring the doorbell on the right hand side of the internal doors in reception and a member of club staff will attend and escort them to the club to collect their child/children. Parents/carers must sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our Safeguarding Policy, will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled 24 hours prior they must still be collected from the After School Club in the Dining Hall. This applies even if collection is at 3.05pm.

All parents/carers are requested to make sure their child/children are collected by 5.30pm. If you are unavoidably delayed, please firstly contact the school mobile phone kept in the club.

The Club closes at 5.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £10.00 per child will be imposed. This will be added to the next invoice on School Spider.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Miss Devlin.

If the parents or carers are having difficulty making the payments we recommend that they arrange a meeting with Miss Devlin as soon as possible.

Where there is no explanation for repeated lack of payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

## **BEHAVIOUR**

Whilst attending our club, children are expected to follow the school ethos, rules and behaviour policies at all times and the same rewards and sanctions apply. Our behaviour flowchart is displayed in club.

## **SAFEGUARDING**

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

The Deputy Head Teacher is the DSL and is the Child Protection Officer. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the club leader, our local Children's Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our Club staff have been trained in safeguarding and child protection and their training is updated every three years. The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up to date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously. The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.
- make no observable judgment.
- ask open questions that encourage the child to speak in their own words.
- ensure the child is safe, comfortable and not left alone.
- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell on the right hand side of the internal doors in reception is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school ie after 3.05pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the afterschool club and the child is placed into afterschool club we reserve the right to impose a charge for those children depending on the time of collection.

## **OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.

- • Safeguarding and Child Protection
- • Equal Opportunities
- • Health & Safety
- • First Aid and Medicine Policy