

Brant Road, Preston, PR1 5TU. Tel: 01772 792302 Website: www.brockholeswood.lancs.sch.uk
Head Teacher: Miss Natalie Barber BA Hons - email: head@brockholeswood.lancs.sch.uk
Breakfast & After School Clubs email: badgers@brockholeswood.lancs.sch.uk

OUT OF SCHOOL CLUBS POLICY

Breakfast and after school clubs are members of the Out of School Clubs Alliance

AIMS

- To recognise that the child’s needs and safety are paramount.
- To provide guided play and controlled self-expression in a safe, happy and stimulating environment.
- To work in partnership with the parents, carers and other professionals to help children to develop.
- To provide an inclusive environment celebrating equality and diversity.
- To provide information, written and spoken which will be clearly communicated in as many languages as necessary. Bilingual/multilingual children adults are an asset. They will be valued and their language recognised and respected in out of school club.
- To take into consideration any disabilities that the child may have and make appropriate arrangements to include that child in all activities (see equal opportunities policy).
- To provide a beneficial service to the local school community

We aim to ensure that each child:

- is in a safe and stimulating environment;
- has the chance to join with other children and adults to live, play, work and learn together;
- is in a setting that sees parents as partners in helping each child to learn and develop;

ADMISSIONS POLICY

Parents must arrange to deliver their children between 7.30am and 8.50am and collect their children between 3.20pm and 5:30pm. The session fees are non-negotiable and set at £5 for Breakfast Club and £8 for After School Club. Fees will be billed monthly. The Headteacher reserves the right to withdraw places for non-payment of provision or persistent poor behaviour or a severe, one-off poor behaviour episode. All parents / carers may have access to the Out Of School Clubs Policy and procedures which can be found on the website and are reviewed annually. We are not able to offer this service to children who are not toilet trained.

BEHAVIOUR MANAGEMENT POLICY

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We have the highest standards for the behaviour of children in our care. Our out of school club believes that children do best when they know how they are expected to behave and are free to play and learn without fear of being hurt or unfairly restricted.

Promoting Positive Behaviour

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, others and their environment. We praise and endorse desirable behaviour such as kindness and willingness to share. We promote positive behaviour. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy. We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children’s ages and stages of development — for example distraction, praise and reward. We familiarise new staff and volunteers with the club’s behaviour policy and its rules for behaviour. We never use physical punishment, such as smacking or shaking and children are never threatened with these. We do not single out and humiliate individual children nor do we shout or raise our voices in a threatening way to respond to children’s behaviour. We work in partnership with children’s parents. Parents are regularly informed about their children’s behaviour by their key worker. We work with parents to address unacceptable behaviour.

Modifying Unacceptable Behaviour

Children are encouraged to conform to acceptable standards of behaviour by the example of the other members of the Out of School club. We do not tolerate fighting, biting, pinching, hair pulling, screaming throwing toys or books and damaging toys or books; or persistent rudeness. Adults deal with any of the above as follows, moving onto the next stage if the behaviour persists.

- Talk to the child
- Divert attention of the child
- Return child to original activity
- Child placed with an adult to take part in an activity and kept close to the adult
- If the behaviour persists, the parents are made aware of the situation the same day or as soon after as possible and discussion takes place to enlist help of parent at home to remedy the situation.

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If there have been 3 occasions in which parents have been notified about poor behaviour within a half term, they will be advised that a further incident could result in the withdrawal of the place. The Headteacher reserves the right to withdraw a place depending on the nature and severity of an incident.

Bullying

Bullying involves the persistent physical, verbal or emotional abuse of another child or children. If a child was bullying the following steps would be followed:

- Intervene to stop the child
- Explain to the child doing the bullying why their behaviour is inappropriate
- Give reassurance to the child / children who have been bullied
- Help the child who has done the bullying to say sorry for their action
- Make sure that children who bully receive praise when they display acceptable positive behaviour.
- We do not label children who bully.
- If a child persistently bullies we would discuss what has happened with their parents and work out a plan for handling the child's behaviour together.

Physical Restraint (Temper Tantrums etc)

In exceptional circumstances specific physical intervention is necessary to ensure the safety of the child, other children and staff, i.e. holding a child who is angry to prevent hurting themselves or others. Details of such an event (what happened, what action taken, by whom and name of witnesses) are brought to the attention of the supervisor and recorded in the incident log, parent or carer is informed on the same day and signs the incident book to indicate that they have been informed.

Unacceptable Procedures In Managing Behaviour

These should never be seen and if seen reported to the club leader immediately:

- Shouting, which conveys a loss of control
- Labelling the child rather than the behaviour as ‘naughty’ or undesirable
- Using any form of corporal punishment including shouting, offensive language or name calling

CHILD PROTECTION POLICY

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Brockholes Wood Out of School club intends to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will:

- Exclude known abusers
- Prevent abuse by means of good practice
- Adults will not be left for long periods with individual children or small groups.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.
- Respond appropriately to suspicions of abuse
- Changes in children’s behaviour/appearance will be investigated.
- Enhanced DBS checks will be up to date
- All staff have annual safeguarding training

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms —physical, emotional, sexual and neglect. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes occur, or where children’s play gives cause for concern, the matter will be discussed with the school’s Family Liaison Officer and Safeguarding policy and procedures would be followed. Where a child shows signs and symptoms of ‘failure to thrive’ or neglect, we make appropriate referrals.

Recording Suspicions of Abuse and Disclosures

Whenever worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the usual ongoing records of children’s progress and development. The record will include in addition to the name, address and age of the child: timed and dated observations/disclosures, describing the child’s behaviour/appearance, the exact words spoken by the child: the dated name and signature of the recorder, the name of the person to whom the concern was reported, with date and time and the names of any other person present at the time. These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting. Where a child makes a disclosure to a member of staff, that member of staff will offer reassurance to the child, listens to the child and give reassurance that she or he will take action. The member of staff does not question the child.

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Managing Allegations of Abuse

In the event of an allegation being made against any person who works with children, including staff, students and volunteers, this would be reported under Lancashire Safeguarding Children Board procedures by reporting to LADO. LADO Tim Booth Telephone: 01772 536694. We will follow any direction given by LADO including the need to suspend the person.

Visitors

We have procedures for recording the details of visitors to the out of school club. We take security steps to ensure that we have control over who comes into the club so that no unauthorised person has unsupervised access to the children.

Brockholes Wood Out of School Clubs Child Protection Officer is Celia Blackburn.

COLLECTION OF CHILDREN FROM CLASS PROCEDURE

The Club Manager has given each teacher of the school a list of which children attend the out of school club on which days so they are aware of who should be collecting them. The out of school club staff go and collect foundation and key stage one children from their classrooms and escort them to their club room where they are signed in completing the register. The key stage two children make their way from their classrooms to meet the staff and children from KS1 outside the Rainbow Room in school. The Club Manager has a list of who should be attending each day so the register can be checked to ensure everyone has arrived.

COLLECTION FROM CLUB

If there is an occasion where the child needed to be collected by someone other than the primary carer you are asked to inform the relevant member of staff. This can be by letter, telephone or verbally. This will ensure that your child is collected safely. Parents must inform staff of who will be collecting the child and this information will be recorded in our Collection Book which is made available at each session. We agree with parents how the identification of the person who is to collect their child will be verified. If you need to submit a ‘password’ for collection, please make sure that the supervisors are aware of this. No child will be handed over to an unknown adult without prior notification from the parent.

Lateness

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Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. In the event of an emergency whereby a known parent cannot collect their child, it is the responsibility of the leader to safeguard the child at the out of school club premises until such time as he/she can be collected by a person nominated by the parent. We also inform parents that in the event that their children are not collected from out of school by an authorised adult and the staff can no longer supervise the child in our premises — we apply our child protection procedures as set out in our child protection policy.

Late Fees

A fee of £5 is payable for late collection if not pre-approved. If you know you are running slightly late, please call to let Club staff know. If a child has not been collected by 6pm the Child Protection policy will be followed. If you have incurred 4 periods of late charges within a half term, the place can be withdrawn.

PAYMENT FOR CLUBS

Regular bookings will receive a monthly bill which needs paying within 7 days, unless on a regular set day payment. Failure to pay a bill will result in the withdrawal of the place with immediate effect.

Casual bookings

Casual bookings must be pre-booked and paid for on pick up.

Missed sessions

If your child misses a booked session with no notice, **the session cost will still be charged**. If your child is ill and you have let school know, the session cost will not be charged. If your plans change and you let clubs know that you no longer wish to take up a session within 24 hours of the booking, you will not be charged.

COMPLAINTS PROCEDURE

Our intention is to work in partnership with parents and the community and we welcome suggestions on how to improve our out of school club and will give prompt and serious attention to any concerns about the running of the out of school club. Most concerns will be resolved quickly by talking to the parent and taking appropriate and prompt action. We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the out of school club and parents that complaints should be taken seriously and dealt with fairly and in a way which

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respects confidentiality. We aim to bring all concerns about the running of our out of school club to a satisfactory conclusion for all of the parties involved. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

How To Make A Complaint:

Verbal Complaints

At times parents may have concerns about the service we provide. Most of these can be resolved by talking to the parent and taking appropriate action. However there may be occasions when parents make a formal complaint about our service in writing or email. Complaints may be made to any member of staff. It will be investigated by the club manager and Headteacher. Parents will be verbally informed of the outcome and findings within 10 days. We will keep a written record.

Written Complaints

There may be occasions when parents make a formal complaint about our service in writing.

If the complaint is of a serious nature or cannot be dealt with by club manager, the Headteacher of the out of school clubs should be notified and a full investigation carried out. Any parent who is worried about any aspect of the out of school's provision should at first talk through his/her worries and anxieties with the out of school club manager.

As required by the Children's Act, all complaints made in writing or in electronic form from parents where these relate to one or more of the welfare requirements will be investigated. The parent who made the complaint will be provided with an account of the findings and of any action taken as a result within 28 days.

A record of complaints against our out of school club and/or the children and/or the adults working in our out of school club is kept, including the date, the circumstances of the complaint and how the complaint was managed. The club leader records any complaints in the Complaints Log.

CONFIDENTIALITY POLICY

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality out of school care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will

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only be used to enhance the welfare of their children. To ensure that all those using — and working in — the out of school club can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs.
- Staff induction includes an awareness of the importance of confidentiality in their role.
- Any concerns/evidence relating to a child’s personal safety are kept in a secure, confidential file and are shared with as few people as possible on a “need-to-know” basis.
- Personal information about children, families and staff is kept securely whilst remaining as accessible as possible, in line with the school’s GDPR Privacy Notice.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students who are observing in the out of school club are advised of our confidentiality policy and required to respect it.
- Parents’ permission will be sought before photographs are taken of children, either as individuals or in groups.
- Permission is normally given in the registration form.

HEALTH AND SAFETY POLICY

Brockholes Wood Out of School clubs places great emphasis on the health and safety of our children. Our clubs are a safe and healthy place for children, parents, staff and volunteers. Staff, parents and children are made aware of health and safety issues to minimise the hazards and risks to enable us to provide a healthy and safe environment.

Our induction training for staff and volunteers explains health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. Health and safety issues are explained to the parents of new children so that they are made aware of how they are involved in the club’s daily life.

Security - Systems are in place for the safe arrival and departure of children. The children’s arrival and departure is recorded by a member of staff in the register. Children will only be allowed to leave the club only with those adults who are authorised by the child’s parents to collect their child, or an adult identified in our Collection Book. Our

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systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.

Should a child leave the premises without the prior consent of the out of school club manager and parent:

- A search of the immediate area should be carried out.
- Advise the police giving a description of the child and parents contact details.
- Contact the parents.
- Inform the Headteacher and Chair of Governors
- The relevant registering authority (in this case Ofsted) is to be notified.
- Complete incident report

Food and drink – The out of school club views breakfast and snack times as an important part of the club’s session/day and it represents a social time for children and adults and helps children to learn about healthy eating. All snacks provided will be nutritious and pay due attention to children’s particular dietary needs. Before a child starts to attend the club, we find out from parents their children’s dietary needs, including any allergies through the registration form. We display current information about individual children’s dietary needs so that all staff and volunteers are fully informed about them. Should the child’s dietary needs change, it is the responsibility of the parents/carers to inform the club manager. The staff re-confirm this information annually.

We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents’ wishes. All food and drink is stored appropriately. Snack times are appropriately supervised and children do not walk about with food and drinks. We operate systems to ensure that children do not have access to food/drinks to which they are allergic. We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves. Drinking water is freely available. Breakfast is served between 7:30 and 8:30am, latecomers to this will be offered a choice of fruit or a breakfast bar.

First aid and medication - At least one member of staff with a current first aid training certificate is on the premises or on an outing at any one time. Our first aid kit is regularly checked by a designated member of staff and re-stocked as necessary. It is easily accessible to adults but is kept out of the reach of children. At the time of admission to the out of school club, parents’ written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Children’s prescribed drugs are stored in their original containers, are clearly labelled and are not accessible to the children. Parents must give prior reason and written permission for the administration

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of medication. The administration is recorded in the medications book accurately and parents sign the record book to acknowledge the administration of a medicine.

Accident / Injuries – Our accident book is kept safely and accessibly. All staff and volunteers know where it is located and how to fill it in. It is reviewed to identify any potential or actual hazards. Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

ILLNESS AND HYGIENE PROTECTION POLICY

- Any child known to be suffering from any illness will not be permitted to enter the club. Parents must inform the supervisor of any previous outbreak or illness to enable other parents with children to be informed.
- Parents are asked not to bring into the out of school club any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Any child that becomes ill whilst under supervision in the out of school club will be removed immediately once the parent has been contacted. If a child becomes ill at the club, they will be taken to a quiet area in the out of school club away from other children reassuring the child and keeping him/her calm and we will ask the parent or carer to collect the child.

Hygiene:

All staff and children wash and dry their hands before prepping and having any refreshments and snacks provided. Staff encourage them to follow this procedure. The snack/breakfast area and kitchen are cleaned thoroughly twice a day. We have a schedule for cleaning resources and equipment and furnishings.

Safety:

- 1) Regular safety checks are made on toys and equipment by staff and maintained in good working order.
- 2) All equipment are clean and safe and comply to British Safety Standards.
- 3) The staff are First Aid trained and the club manager is ultimately responsible for any accident injury or illness.

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4) The club manager maintains the First Aid Box and the Accident Report Book. Any minor accidents can be dealt with by any member of staff, other staff to be aware and calm and distract other children. The decision on the severity/treatment to be assessed by first aider and club manager.

5) All accidents/injuries must be recorded and countersigned by the parent/carer.

6) The fire equipment is well maintained and all groups of children participate in fire drills once a term.

7) We operate a no smoking policy

Fire safety - Fire doors are clearly marked, never obstructed and easily opened from inside. Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises. These procedures are explained to new members of staff, volunteers and parents and are practised regularly. Records are kept of fire drills which take place in clubs once a term and records kept, and the servicing of fire safety equipment. The out of school club will follow the procedures for evacuating the building in the event of the fire bell being sounded, in a way that ensures that all children are safely lead away from the building and adults do not take any unnecessary risks. Staff must fully understand the required procedures and understand their role.

We perform a formal risk management assessment at least once a year and monitor risks each day. We keep registers of children, staff and visitors to the club for each session. We have consulted with the school about their procedures for fire drills to endeavour to work together to ensure continuity for the children.

NO SMOKING POLICY

Brockholes Wood Out of School clubs operate a no smoking policy. We ensure that children are in a smoke free inside and outside the building. No one is allowed to smoke where children are present.

OUTINGS

A risk assessment is carried out before an outing takes place. Parents always sign consent forms before all outings. Our adult to child ratio is high. The children are supervised appropriately to ensure that no child gets lost and there is no unauthorised access to children. If the outing requires coach travel, a reputable company will be used and checked to ensure that the coach has seat belts. If possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of

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children and children with special needs. A first aid kit will be carried on all outings, and any information on special health requirements of children. A mobile telephone would be taken on all outings, and change for a payphone. A list of contact numbers for parents and staff will be taken. Spare clothes will be carried on the outing.

PARENTAL COMMUNICATION

We are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families. Through access to written information and through regular informal communication, we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them.

We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.

STAFFING POLICY

We are committed to an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. Our club leaders hold the minimum of CACHE level 3 DPP, NVQ level 3 or an equivalent qualification.

We employ the following members of staff:

Out of School Club Manager:

- Breakfast Club
- After School Club

Out of School Club Assistants:

- Breakfast Club
- After School Club

SPECIAL EDUCATIONAL NEEDS POLICY

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We aim to identify any difficulties a child might have and to work with parents, carers and where necessary other agencies to address those difficulties.

We will respect parental wishes and take into account the views, choices and responses of the child where possible.

Accessibility to premises and facilities

Our premises are suitable for wheelchair access. If it is felt a child's needs cannot be met in the setting additional adult support will be sought.

3) How children with special needs will be included

Ensuring that our planning for all children in the setting contains approaches and activities to enable the progress of those children with special needs.

Differentiating our activities so that they are accessible by all children, ensuring that individuals experience success and gain confidence.

PREVENT

This policy is to be read in conjunction with the school's PREVENT policy referencing the Counter Terrorism and Security Act February 2015, which gives due regard to ‘the need to prevent people from being drawn into terrorism or be subject to radicalisation.’ As part of the school's safeguarding procedures, our policies comply with this Act and below is a link to DfE guidance about this duty.

http://www.emcsrv.com/prolog/PG/DfE/Schools_Guide-Social_Media_V16.pdf

Policy: A Sinker

November 2022