



**The Colleton Primary School**

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## **The Colleton After School Club Policy & Procedures**

September 2021

This document should be read in conjunction with the After-School Club Terms & Conditions

### **Important Information**

**All emails and any enquiries/questions to [asc@colleton.wokingham.sch.uk](mailto:asc@colleton.wokingham.sch.uk).** Email is monitored between 2pm and 6pm.

Phone: 0118 9340530

Club Manager: Mrs Nisia Sargood

Club Supervisors: Ms Clare O'Donnell

Advance permanent bookings only.

Sessions are £12 per day per child.

Ad hoc sessions where available are £13.50 per child per day

The [asc@colleton.wokingham.sch.uk](mailto:asc@colleton.wokingham.sch.uk) must be notified by 2pm if your child will not be attending the club that day.

## 1. AIM

The aim of The Colleton After School Club (ASC) is to provide good quality affordable childcare in a safe, happy and caring environment. Activities will be fun, varied and stimulating, and will be presented in accordance with the play working principles set out in section 21. They will consider the different needs and abilities of the children. Any child wishing to spend time doing home learning will be encouraged and supported.

## 2. OPERATING HOURS

The ASC will operate during term times only, but excluding those non-pupil days / inset days occurring within The Colleton Primary School calendar (and any other days that the Primary School is closed).

Normal hours are Monday to Friday from 3.10 pm to 6.00pm. 2pm – 5pm on the last day of term.

Sessions must be booked in advance, and paid for in advance.

## 3. ATTENDANCE RECORDS

A daily register will be completed by using the Booking Forms. It is the responsibility of ASC staff to sign the children in, and the responsibility of family members (or authorised adults) to give the correct password for the child in order to sign them out.

## 4. ARRIVALS

A daily register of all children booked to attend the ASC will be produced by the ASC manager, to ensure that staff know exactly who is due to attend each day, where they are coming from, and when they are due to arrive.

In the event of a child turning up for an ASC session that is not booked the family member will be contacted immediately and asked to collect the child.

If a child is absent from school due to illness please advise the ASC by email to [asc@colleton.wokingham.sch.uk](mailto:asc@colleton.wokingham.sch.uk). It is the duty of the family to inform the ASC manager in writing or by email by 2pm on the day of absence when a child will not be attending the club for any other reason; this includes but is not limited to:

- Doctor's/hospital appointments
- Invited to a friend's house
- Out of school/off site activities

Family members must advise the ASC in writing or email if a child is returning to school after an offsite activity or trip. This must not be left to the sibling of an absent child to inform the ASC.

At the end of the school day ASC children in years 1, 2, 3 and 4 will be taken to their club with their bags, coats etc by a teacher or teaching assistant. A member of the ASC staff will sign them in on the daily register sheet. Once in ASC they cannot return into school to collect forgotten belongings.

Children in years 5 and 6 will make their own way to the correct ASC area with their bags, coats etc.

If a child whose name is on the list as due to arrive by 3.15 p.m. does not arrive the manager will contact the family.

### **Children arriving after 3.15pm due to Extra Curricular Activities or Trips**

Children attending after school activities will be taken to the ASC by the activity leader and will be signed in. Children returning from trips will be taken to the ASC by a staff member and signed in when they arrive.

If a child fails to turn up when expected, or a child comes to the ASC who is unexpected, the same procedure as above will be followed.

## **5. DEPARTURES**

Children must be collected no later than 6.00 pm, although children may be collected at any time prior, by a family member or other person authorised by the family by informing the ASC Manager. Any person collecting a child from the ASC must be 16 years or over and know the specific password for the child they are collecting. The person collecting the child must arrive outside the correct ASC door. They must give the ASC staff member their name and password for the child, the staff member will then sign child out.

If the person who arrives to collect a child is not listed on the Contact Sheet and does not have the correct password, the child will only be released into the keeping of this person once the main contact has been contacted and the collection verified. No child will be released into the care of anyone not identified without verbal confirmation by the main contact. The person collecting is required to produce identification (passport etc) and know the password given previously by the family.

Children will not be allowed to leave the ASC by themselves. If a situation arises whereby a child is unhappy being in the ASC, the staff will talk with the child and take all possible measures to resolve this. This may include phoning the family or emergency contact, if the family member is unavailable, in order for them to talk with the staff and child to overcome the problem. The family may be requested to collect the child.

## **6. LATE COLLECTION**

A late collection fee will be levied charged at the rate of £5 per 10 minutes or part thereof after 6pm. Persistent offenders will result in their registration being cancelled and their usage of the ASC being withdrawn.

### **Child/ren not collected at 6.00**

Two members of staff must remain while there are any children on the premises. If no-one has contacted the ASC about the child, the staff will attempt to contact a family member or other person authorised on the Contact Sheet.

When an authorised person arrives, the time will be entered on the Daily Register Sheet and a late collection fee added to the account.

If a child is collected late on three or more occasions, the family will receive a standard letter warning them that, as they have repeatedly breached the terms of their membership of the ASC (see policy 'Terms & Conditions of Membership'), their child's registration is likely to be cancelled if there is any further breach.

If the child is collected late again, the family will receive a second letter terminating their membership and informing them that their child's registration has been cancelled. No fees will be refunded. The Headteacher will be advised of the action taken.

### **Child/ren not collected at 6.30 p.m.**

If a child is still uncollected by 6.30 p.m., regardless of contact with a family member or other authorised person, the staff will contact the Headteacher, who in extreme circumstance may contact Wokingham Social Services.

If a child has to be removed from the premises, a notice will be left on the door indicating the child's whereabouts.

## **7. RECORD KEEPING**

### **Children's Records**

It will be the responsibility of the family to ensure that:

- The school office and ASC are notified of any change of contact details immediately to ensure records held are accurate and up-to-date.
- The ASC records contain current and accurate details of arrangements for delivering/ collecting their child/children, to and from the ASC.

## **8. HEALTH AND SAFETY**

The ASC will follow all of the relevant school Health and Safety policies.

- ASC staff will be responsible for taking all reasonable steps to ensure the ASC offers a safe and healthy environment at all times. These will include:
  - Processes to ensure and maintain the hygiene and cleanliness of the setting and equipment;
  - Raising the children's awareness of good hygiene practices;
  - Staff being informed about and able to carry out good hygiene practices (e.g. access to latest recommendations etc.).
- Activities will be planned with the appropriate level of supervision and suitability for the age group/abilities of the children involved.
- Equipment will be monitored to ensure it is safe and being used in the appropriate fashion.
- Damaged or unsafe equipment will be removed for disposal or safe repair.
- If outdoor play is scheduled, the appropriate staff level to monitor this activity will be observed.
- Animals will not be permitted to enter the setting, unless authorised as part of a planned activity (e.g. visit of guide dog etc.).
- Staff will hold an up-to-date First Aid Certificate, which will be renewed upon expiry.
- COSHH documentation will be maintained for all hazardous substances, i.e. cleaning products in use at the club, and this will be freely available for reference by ASC staff.

## **9. FIRST AID AND ACCIDENTS**

A first aid box will be supplied for use by the ASC, along with an accident book. These will be kept at a designated area. All accidents, no matter how slight will be fully recorded in the accident report book and a blue form given to the family/person responsible for collecting the child to confirm their awareness of the accident.

Records will be kept of any children registered with the ASC who suffers from asthma, epilepsy or any other form of illness/disability and be easily accessible.

Medicines will be administered in accordance with the Schools Medicines Policy.

All major accidents will be dealt with by a qualified on-site First Aider and will be fully recorded on an accident form. A list detailing the designated First Aiders will be displayed. The emergency services will be called in cases requiring their assistance.

## 10. ILLNESS

### Illness during a session

It is our policy that if a child should present with any of the following symptoms the Supervisor will contact the family as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the family as soon as possible.

The person in charge will notify other families about exposure to infectious diseases. Where an outbreak of an infectious disease does occur, Berkshire Health Authority will be informed by the person in charge.

Symptoms and illnesses that require a child to be excluded include but are not limited to:

- Covid-19 – either high temperature, loss of taste or smell or a continuous cough
- Diarrhoea
- Measles
- Vomiting
- Mumps
- Fever of 101oF/40oC or above
- Meningitis
- Chickenpox
- Hepatitis

If a child becomes unwell with an illness that requires them to be excluded, he or she will be allowed to rest away from the other children, but within contact of an adult until a family member can collect them.

## 11. ADMINISTERING PRESCRIBED MEDICATION POLICY

See school policy. The supervisor will liaise with the reg groups to collect any prescribed medicines. Inhalers and auto-injectors will be kept in the child's reg group to which ASC have access, in accordance with school policy.

## 12. FOOD AND HYGIENE

The ASC will offer light refreshments to all children within the schedule. Any special dietary needs / allergies will be taken into account in line with the information supplied on child's medical records.

Children will not be permitted to bring food and drink supplied by their family to be consumed on the premises, except in special circumstances, e.g. providing food because of allergies. However, this must be by prior arrangement with the ASC Manager.

The ASC will observe local environmental health department guidance and regulations regarding food hygiene, registration and training. The ASC will promote a healthy diet.

No food containing nuts will be kept in the ASC as far as this is possible to oversee.

Drinking water will be available to children at all times.

## 13. FIRE DRILL

Staff will alternate responsibility for carrying out regular fire drill procedures to ensure awareness of the procedure for evacuation/emergency exits/fire extinguisher locations.

In the event of a fire, a member of staff will raise the alarm without panic, to alert the children and other staff members. The following procedure will be followed:

- Staff will follow procedures set down by the school for the children;

- Fire Services will be called;
- A roll call will be taken and an incident report written for the records.

## **14. NO SMOKING POLICY**

The Colleton Primary School is a non-smoking site and this extends to the ASC, its staff, users and those collecting children.

## **15. EQUIPMENT**

Equipment will be checked on a daily basis as part of the Health & Safety checks to ensure that it is safe and suitable for children's use. Any equipment found to be unsafe or unsuitable will be either repaired or disposed of.

Equipment purchased for the ASC will aim to be fun, support children's development, provide challenges and stimulation.

## **16. STAFFING**

The ASC will appoint staff in accordance with rigorous recruitment procedures applied by the school.

Volunteer helpers will be welcomed, their role, responsibilities and attendance will be agreed with the ASC Manager. Volunteers may bring a specialist skill or interest that adds variety to the range of activities offered. Volunteer helpers must always operate under the guidance and supervision of the ASC Manager. The minimum age for volunteer helpers is 16 years, and volunteers will not be counted in the staff-to-child ratio.

Contingency arrangements for staff absences and emergencies should be in place. Where there is staff absence or an emergency occurs, suitable arrangements must be in place to minimise the disruption to children and parents.

## **17. VOLUNTEERS & WORK EXPERIENCE**

The club welcomes volunteers and people undertaking work experience at the discretion of the manager. They must complete a school Volunteer Agreement. Volunteers will

- Familiarise and work within the policies and procedures of the normal school policies and procedures and staff conduct
- Respect confidentiality at all times
- Let the manager know as soon as possible if they are unable to keep a commitment
- Observe health and safety procedures at all times
- Let the manager know as soon as possible if they are unable to keep a commitment
- Observe health and safety procedures at all times
- Inform another member of staff if any first aid is required
- Let the manager know about any concerns which they might have

## **18. BEHAVIOUR**

See school policy.

## **19. EQUAL OPPORTUNITIES**

See school policy

## **20. SPECIAL NEEDS**

See school SEN policy.

The ASC will endeavour to support both children and adults with special needs, where these can be provided within the 1:8 ratio and the premises of the ASC.

At the time of registration, families should inform the ASC of any special needs their child has that they feel may affect his/her ability to take part in any ASC activities.

Staff will receive any necessary training on aspects of special needs.

If additional staff/volunteers/resources are required to meet specific special needs then provision will be subject to securing additional funding and/or resources.

## **21. PLAYWORKING POLICY**

The After-School Club is run by playworkers who use the Play work Principles as a framework for their work with children. These principles are as follows:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up-to-date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and wellbeing of children.

These principles establish the professional and ethical framework for play work, and describe what is unique about play and play work, and provide the play work perspective for working with children and young people.

They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

By providing these opportunities, the After School Club recognises Article 31 of The United Nations Convention on the Rights of the Child, which states that children have the right to play and free time.

In practice, we will make every effort to ensure children feel they are the 'owners' of the club and that they have a valuable contribution to make to the running of the club. We do not run set activities that all children have to take part in. They are free to choose from the wide range of opportunities on offer and we will try to accommodate any suggestions they make.

## **22. SAFEGUARDING CHILDREN POLICY**

See school policy.

## **23. USE OF MOBILE PHONES/CAMERAS POLICY**

The use of personal cameras and/or video recording equipment (including use of mobile phones for the same purpose) is prohibited.

The ASC will have access to the school list of children whose photographs cannot be taken. It is the families responsibility to ensure that the school office is advised of any change in their preference.

As a precautionary measure, all ASC staff will place any cameras and mobile phones in a cupboard for the duration of the session.

Families collecting children may bring their personal mobile phones onto the premises but must not use them.

## **24. e-SAFETY POLICY**

See school policy.

## **25. COMPLAINTS**

See school policy.