

**Sonning Church of England Primary  
Out of School Club  
Policies & Procedures  
November 2022**



Ofsted Registration no: 159680



**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



Updated NOV 2022

Sonning C of E Out of School Club is a registered charity No. 1158907

## Policies & Procedures

### **INTRODUCTION**

The Sonning Church of England Primary Out of School Club (known as 'the Club' or 'OSC') is part of Sonning Church of England Primary School and is open exclusively to children who attend the school.

It is run by a team, including playworkers, a cook, administrators, the Club Supervisor, Headteacher and supporting school Governors. For any matters regarding the Club, the decision of the Headteacher and supporting Governors will be final.

### **OPERATING HOURS**

The Club will operate on all school days between the hours of 7.40am to 8.45am (Breakfast Club) and 3.15pm and 6.00pm (After School Club). The Club will NOT operate on inset days, public holidays, school holidays, when it is not financially viable to do so or on days when the school closes due to unforeseen circumstances. On the last day of each term the After School Club will operate between the hours of 2.00pm and 5.00pm.

### **REGISTRATION**

A registration form must be completed by a parent/carer when your child first registers with the Club. A registration fee is applicable upon registration.

### **ADMISSIONS PROCEDURE**

Children must be within the age range 4-11 years and fully toilet trained: in the event of a toilet accident, please note that a parent/carer may be contacted to collect the child.

The Club is only available to children who attend Sonning Church of England Primary School.

The number of children at each session is limited by our insurance and staffing numbers. Places will be allocated on a first come first served basis after the stated deadline date for enrolment for the forthcoming Club period and against the current agreed criterion for places. Once all places at a session are full, a waiting list will be kept.

The Registration form will include a section for information which will be used to prioritise those on the waiting list.

### **BOOKINGS**

Session may be booked half-termly in advance. Where the number of applications for a place in either Breakfast Club ("BFC") or After School Club ("ASC") exceeds the number of places available, waiting lists are held (with a separate list for BFC and ASC) for the next available places. In such cases, the following criteria will be applied for the allocation of places.

#### **Waiting list criteria in this order:**

- Relevant looked-after children (\*see below).
- Children of members of the Out of School Club Staff.
- Children already in the Club wishing to renew their sessions of the preceding half term– additional days and changes to days will only be made if spaces are available.
- Siblings of children already in the Club wishing to book the same sessions their siblings have used in the preceding half term – additional days to their siblings will only be made if spaces are available based on the waiting list criteria excluding this sibling criterion.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



- Children requesting the highest number of sessions.
- Remaining places will be allocated on a first-come-first-served basis and will be kept on a waiting list in this order.
- When we are not able to offer you all days that you have requested we will offer you as many days as are available. If you then choose not to accept the days available your child will remain on the waiting list in the same priority order and the places will be offered to the next child on the waiting list.
- Any special circumstances will also be considered at the time of application following submission in writing to the Out of School Club.

Please put any questions regarding the allocation of places from the waiting list in writing to the Headteacher who has the final discretionary power on admission to the Club.

\*A 'relevant looked-after child' – 'a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989' at the time of application to the club, and who the local authority has confirmed will still be looked after at the time when admitted to the Club.

## **BOOKINGS – AD-HOC**

Ad-hoc bookings are any bookings made from the first day of the current half term. All ad-hoc bookings will be subject to the availability of places by **calling the Club Supervisor on 07876 378559**.

Payment must be made at the time, preferably via the school online payment system 'ScoPay' for which you will have been given login details by the school or by childcare vouchers or by bank transfer to:

Lloyds Bank plc, sort code: 30-96-96 account number: 78150968 Please use your child's name as a reference.

## **BOOKING FEES**

We are a 'cashless' school so do not accept cheques or cash as a payment method. All payments made to the Club must be paid online using the school Scopay payment system, by using childcare vouchers or by direct bank transfer to

Lloyds Bank plc, sort code: 30-96-96 account number: 78150968 Please use your child's name as a reference.

Fees must be paid in advance and, at the latest, by the end of the first week of the half term for which requests have been accepted. We accept all current childcare vouchers or alternatively payment should be made on-line as detailed above. If regular instalments are to be made via childcare vouchers, please give the Club the name of your childcare provider as soon as possible and ensure that payments are set up to clear your account balance(s) before the end of the half term. Where ad hoc bookings have been made, the fee must be paid within five working days.

## **CANCELLATION POLICY**

Neither refunds nor credits will be given for any cancellation initiated by parents/carers in relation to pre-booked or ad-hoc sessions for the Breakfast or After School Clubs.

Where, in exceptional circumstances, sessions of two consecutive weeks or more need to be cancelled (not including for holiday) parents/carers should write to the Operations Manager/Headteacher explaining the reasons for the cancellation in order that refunds may be considered on a case-by-case basis.

In the event that the Club has to be closed due to unforeseen circumstances, the following policy will apply (see also Emergency Closure Policy, below):

Shortage of staff: sessions may be re-booked or credited to the parent/carer – cash refunds will not be given.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



Act of God (e.g. snow): no refunds or credits will be given.

School decision to close (e.g. boiler failure or strike action): please note that our insurance policy requires that the Club can only operate if the school is open, however, we commit to honouring staff pay. Credit for future bookings may be carried forward in some circumstances.

Parents/Carers are responsible for informing the Club Supervisor (using the Club mobile phone: 07876 378559) on the day if a child is unable to attend a session, for example, in the case of absence from school due to illness. However, no refunds or credits will be given save as provided for above.

## **HANDOVER AND COLLECTION PROCEDURES**

- Parents/Carers must ensure that their children know that they are to attend the Club on a given day.
- Teachers will advise children under eight that they must go to the school hall door where they will be met by a member of the Club staff. Children who are 8 and over are responsible for making their own way directly to the school hall promptly after school, taking their bags with them.
- Children attending after school activities are responsible for making their own way to the school hall when the activity has ended. If the child is under 8 they should be taken to the school hall by the teacher undertaking the after school activity.
- All children attending a session will be placed on the register and signed in by a member of the Club staff. The register will be available for the duration of the session, and children will be signed out by the parent/carer on collection.
- If a child is in year 6 and written instruction has been received from the parent/carer for the child to make their own way home then the Club Supervisor will sign the child out, and another member of the Club staff will countersign.
- If a child is expected at the After School Club but does not arrive, then he/she will be looked for, and the parent/carer informed.

At no point during the session will a child be allowed to leave the premises unless they are with a member of the Club staff or are being collected by their parent/carer. The exception to this is if the child is in year 6 and express permission has been given by the parent/carer and a letter has been written by the parent/carer giving specific instruction for their child to make their own way home.

Children will not be allowed to leave with adults other than parents/carer unless authorisation has been received from the parent/carer. Details of persons authorised by parents/carers to collect their child must be given on the registration form.

In exceptional circumstances where it is necessary for the child to be collected by another person not notified and not known to the Club Supervisor, identification might be requested and a password system used. Where possible, Club staff will provide parents with verbal feedback at the end of a session regarding the amount of food eaten and activities engaged in by the child.

## **LATE COLLECTION / EARLY DROP-OFF**

- Children must be collected PROMPTLY at the end of each After School Club session. A flat rate of £20 (to cover staffing costs) will be charged if a child is collected after 6:00pm. For late collection after a part session, the full session fee will be incurred. For Breakfast Club, children must not be dropped off before the session start time of 7.40am. Early entry will not be permitted.
- If a child is not collected from the Club by 10 minutes after the end of the session (i.e. 4:40pm part session/ 6:10pm full session) and no notification has been received, the Club Supervisor will try to contact the parents/carers or emergency contacts given on the Registration Form. If the

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



parents/carers or emergency contacts cannot be contacted, then an Incident Report will be written and the Trustees will be notified.

- If by 5:00pm (part session) / 6:30pm (full session) the child still has not been collected and contact still cannot be made, Social Services may be informed. Two members of the Club staff (or one member of staff and a Club Trustee) will be present until the child is collected.

Regular late collection will result in the following procedure:

- There will be an initial discussion between the Club Supervisor and the parent/carer involved and a verbal warning will be issued.
- If the late collection persists the matter will be referred to the Operations Manager/Headteacher and a written warning will be issued.
- Continual late collection of children will result in membership of the Club being withdrawn.

## **RESPONSIBILITIES OF PARENTS/CARERS**

It is the responsibility of parents/carers:

- To ensure those details given on Registration are kept up-to-date and that any relevant changes of personal details contact numbers or medical details are immediately notified to the Club Supervisor.
- To ensure that the Club Supervisor is kept informed of all persons authorised to collect their child/children.
- To collect their child/children **ON TIME** or pay a fine for late collection.
- To ensure that fees are paid on time
- To inform the Club Supervisor if their child will be unable to attend any session for any reason.
- To ensure that their child/children know when they will attend the Club, and to advise their child/children to go straight to the School Hall when lessons, or other after school activities, finish.
- To have read the Club Policies and abide by them. Copies of the policy document are available to download from the school's website or a hard copy can be obtained upon request.

Membership of the Club may be withdrawn if parents/carers fail to meet the above responsibilities.

## **BEHAVIOUR POLICY**

All children are expected to behave appropriately at the Club. Unacceptable behaviour includes bullying, name calling, physical violence and constant disobedience. Positive behaviour will be encouraged to promote a caring and respectful atmosphere. There will be a clear set of rules discussed and agreed in the Club and each child will start the day with a clean slate. Club staff will:

- Deal with behaviour in a positive way through discussion and clear boundaries.
- Ensure that the children know it is the behaviour which is wrong and not that they are bad children. It will also be made clear that it is the behaviour and not the child that is unwelcome.
- Encourage children to speak with Club staff and inform them to help if/when issues occur.
- When managing behaviour, endeavour to maintain good personal and professional relationships and will be consistent whilst safeguarding and promoting the welfare of the children.
- Ensure that children understand that they are expected to behave with courtesy and respect and to follow instructions from staff at all times.
- Will only use physical restraint if it is necessary to prevent an accident or injury or to separate children who are fighting.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



- When appropriate, work with parents/carers and teachers in order to resolve behaviour issues.

## **BEHAVIOUR MANAGEMENT APPROACHES**

### **Rewards**

Each time a child in the Clubs demonstrates excellent behaviour, is kind, caring, helpful or considerate they will be provided with a raffle ticket. Raffle tickets will be placed in the reward box, designed by the children within the club. Each week, raffle tickets will be drawn and children chosen will be able to choose a reward. These may include:

- Choosing the DVD to play within the Club from 5pm
- Complete an art/craft activity
- Spend time with an adult playing or completing a task of their choice
- A small 'prize' such as a keyring or rubber
- Any other activities/opportunities that the child would like (subject to approval by Club staff)

### **Sanctions**

The following are actions which may be used by the Club staff in the event of unacceptable behaviour by a child;

- Staff will always attempt to speak quietly with the child.
- Staff will always act as a mediator with children who may not be playing appropriately together.
- If a child fails to behave appropriately they will be withdrawn from the activity. Their parents/carers will be informed (by phone and/or upon collection) and an incident report will be filled out.
- Time out within the club
- Help tidying the club space and/or loss of choice over some activities within the club

Where behaviour is consistently poor and/or detrimental to the running of the club, this may result in expulsion from the Club for one session. The parents/carer and the Headteacher will be informed immediately concerning the reason for the expulsion. If on the child's return they continue to behave inappropriately to the running of the Club, and to the detriment of the other children attending the Club, that child will be asked not to attend the Club for a longer period of time and the parent/carer and the Headteacher will be informed.

Before any dismissal from any session there will be close liaison with the parent/carer, and attempts made to understand the child's behaviour and give help and advice where applicable. However, the Club Supervisor's decision will be final and supported by the Headteacher.

All incidents relating to behavioural issues will be logged on an incident form, which the parent/carer will be asked to sign on collection of the child.

## **ANTI-BULLYING POLICY**

Bullying will not be tolerated at the Club. This policy covers children, the Club staff, parents/carers equally. Any incidents of bullying will be recorded in an incident report. If the bullying is initiated by a child or children at the Club, the child's parent/carer will be informed of the incident on collection of the child, and will be asked to sign the incident form.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



If the alleged incident/s relate to the Club staff or parents/carers behaviour the Headteacher will deal with any complaints. If the alleged incident/s relate to a member of the Club staff's behaviour, the Headteacher will be informed of the alleged incident in the first place. If the matter cannot be resolved at this level, an independent arbitrator from Wokingham Council Early Years Team will be requested to arbitrate.

Children will be encouraged to confide in the Club staff if they find themselves being bullied.

In the event of an incident of bullying relating to a child/children, the following procedures will be followed:

- Staff will talk to the instigator(s) and give a verbal or written warning that bullying is not acceptable.
- Failure to heed a given warning will result in expulsion from the Club for one session, the parents/carer and the Headteacher will be informed immediately concerning the reason for the expulsion.
- If on the child's return they continue to behave inappropriately to the running of the Club, and to the detriment of the other children attending the Club, that child will be asked not to attend the Club for a longer period of time and the parent/carer and the Headteacher will be informed.
- Before any dismissal from any session there will be close liaison with the parent/carer, and attempts made to understand the child's behaviour and give help and advice where applicable. However the Club Supervisor's decision will be final and supported by the Headteacher.

In the event of an incident of bullying relating to a parent(s)/carer(s) behaviour to children, to the Club staff, the Club staff will:

Talk to the instigator(s) and refer the matter to the Headteacher. A verbal or written warning that bullying is not acceptable will be issued by the Headteacher.

Failure to heed a given warning will result in the temporary or permanent withdrawal of place of the child/children of the parent(s)/carer(s) from the Club.

## CHILDREN'S RIGHTS

The Club will work to implement the UN Convention on the Rights of the Child (1991), by instilling the following values:

- The Children's opinions should be taken into consideration, when decisions are being made that affect them.
- The Club staff should provide a safe, protected and trusting environment for the children.
- The Children's best interests are a priority when Club staff and/or the Headteacher are making decisions about the Club.
- All children should be encouraged to join in all activities/play/rest, whilst their individual needs and wishes are respected.
- All children can expect the same rights, without discrimination.

## COMPLAINTS POLICY AND PROCEDURE

The Club follows the Sonning CE Primary School TKAT Complaints Policy, see school website for full details.

Our aim is to provide high quality care for members of the Club in a secure and enjoyable environment. Children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity





wishes. The Headteacher and staff intend to work in partnership with parents/carers to achieve this and welcome suggestions about the Club.

Any parent/carer who has concerns about any aspect of the Club's provision should firstly talk the matter over with the Club Supervisor. The Club Supervisor may record the complaint, and any action that they take as a result.

Most complaints should be resolved informally.

## CONFIDENTIALITY

Children's records are confidential and will be kept securely in a locked cabinet. Parents/Carers will have access, on request, to their own children's records only.

The Club staff will not discuss individual children with people other than the Club Supervisor, parents/carers of the child and, if necessary, the Headteacher. The Club staff will not disclose details of any child to other adults without the permission of the parent/carer, unless there are safeguarding concerns or under the rules of "Late Collection", or to the Emergency services.

There might be occasions when authorities like Social Services request records; these requests will be dealt with in accordance with the law.

The Club has a Registration with the Data Protection Office, in accordance with the Data Protection act 1998, specifying the purpose for which personal data is held, who provided the data, and to whom it could be disclosed.

## EMERGENCY PROCEDURES

In the event of an emergency the Club Supervisor / member of the Club staff will ring the relevant emergency service i.e. Fire, Ambulance or Police. Telephone numbers for all services including gas, electric, water will be easily accessible.

When it is deemed necessary, children should be escorted from the building and assemble at the emergency assembly point. The Register should then be taken to ensure that all children, staff, volunteers and visitors are accounted for.

## EMERGENCY CLOSURE POLICY

Whilst we endeavour to provide a consistent service, there may be occasions when, due to events beyond our control, the Club will have to close, as follows:

- In the event that not enough staff are available to run the Club safely, a decision will be taken either to close the Club or continue with reduced numbers. Should a decision be taken to reduce the numbers, children of the Club staff and serving Club Trustees will take priority for available places.
- In the event that the Club is forced to close for staffing or other reasons (e.g. premises related - flood, no heating etc. or weather related) contact will be made using the emergency contact numbers provided on the registration forms, and parents/carers will be asked to make arrangements for the collection of their children at the earliest opportunity.
- Parents should refer to the policy section of the Sonning CE Primary School website for guidance on weather related closures. They should check this website, local radio and social media for current information. This particularly applies in the case of potential closure of the Breakfast Club when

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity





weather is severe and there is the likelihood that the Club will not be open to accept children at the start of the day.

- If an emergency closure situation arises before an afternoon After School Club session, the Club Supervisor will contact parents/carers or emergency contacts of each child due at the session to request that the children be collected at the end of the school day i.e. 3.15pm.
- Should the situation occur during any session the Club Supervisor will contact parents/ carers/ emergency contacts of children present at the session to inform them that the children must be collected immediately.
- If the Club has to close due to premises being made unavailable, the Club Supervisor will be responsible for making contact with all parents/carers/emergency contacts of the children due at the next session. In this instance it is likely that the school will already be making contact with parents/carers to arrange collection of children. However, we must ensure that the named contacts are informed that the Club will not be running and that children must be collected by 3.15pm. The school office will then be advised of all successful contacts to avoid duplication of effort.
- It is the responsibility of all parents/carers to keep the Club informed of up to date emergency contact numbers, and once contacted to ensure that their children are collected as soon as possible.

Please see Cancellation Policy above for details regarding fees.

## EQUAL OPPORTUNITIES

The Club aims to provide a service within the community which is anti-racist and anti-sexist in nature and that is free of harassment, detrimental discrimination or oppression on the grounds of gender, disability, age, race, colour, social class, religion, nationality, national origin, language or any other grounds.

The Club follows the equal opportunities policy of the school. This is available on the school website.

## FIRE PROCEDURE

### Fire Drills

Fire drills are to be practised regularly, at least once a term and at times when new children are in attendance to ensure all the Club staff and children know the procedure. A record of fire drills will be kept, together with a report of any difficulties encountered and these will be noted and addressed.

A variety of members of the Club staff should lead fire drills throughout the school year.

The Sonning CE Primary School's emergency evacuation instructions will be clearly displayed and followed in any emergency.

### In the event of a fire:

In the event of a fire or fire alarm everyone must stop what they are doing and await instructions from the Club Supervisor or another member of the Club staff. All children will then be escorted from the building by a member of the Club staff and will assemble at the assembly points on the school field. The Register and Emergency Contact Information will be taken out by the designated member of the Club staff and will be called immediately to establish if all children, staff, volunteers and visitors are accounted for.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



At the same time, a designated member of the Club staff will sound the alarm and will check all areas of the building used by the Club, especially the toilets. This member of staff will then, if required, phone the Fire Brigade before joining the group outside at the emergency assembly point.

Children must not re-enter the building until it has been confirmed safe to do so.

In the event that the building cannot be re-entered, parents will be contacted by telephone for collection using the emergency contacts provided by parents.

In the unlikely event that the school site needs to be fully evacuated, the children will be taken to Berkshire County Sports (Sonning Lane, Sonning, Reading RG4 6ST) for collection.

## FIRST AID AND ILLNESS POLICY

An Accident Report Book will be kept which will be used to record any accidents at the Club. Information will include time, place of accident, name of person injured or involved in the accident, name of witness, details of injury and any first aid administered, subsequent action taken and the name of the person dealing with the incident. Parents/carers will be informed and the parent/carer must sign the Accident Report Book on collection of their child.

At least one member of the Club staff who is caring for children will have the appropriate first aid qualification. If professional medical treatment is necessary the Club Supervisor will arrange for such treatment to be given and will inform the child's parent/carer of the situation by telephone.

In the event of illness the Club Supervisor will use their discretion to decide if the child's parent/carer should be notified and if necessary arrange for the child to be collected or taken home. A record of illness, any authorized medication given e.g. Ventolin inhaler and any subsequent actions shall be kept. The Club will not care for children who become ill during the school day.

The Club Supervisor will ensure that the contents of the First Aid Box are maintained as necessary, and that only trained staff has access to it.

The Club Supervisor will ensure that the details of individual children's medical conditions e.g. asthma, epilepsy or allergies are kept with the First Aid Box and the Accident Report book.

In the event of a major accident, where a child requires hospital treatment, the Club Supervisor must co-ordinate the following actions with members of the Club staff will:

- **Apply First Aid, as appropriate**
  - Call an ambulance providing details of the injury, the location of the Club and the name of the child.
  - Call the child's parent/carer.
  - If the child's parent/carer has not arrived at the Club by the time the ambulance is ready to leave, then a member of the Club staff will accompany the child to hospital in loco parentis and staff cover will be sought to maintain the safety of the children remaining at the Club.
  - Record the incident in the Accident Report Book as soon as possible after the accident.
- In the event of:
- Food poisoning affecting two or more children or
  - any serious accident/illness or injury or death of any child whilst in the Club's care

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



The Headteacher/Operations Manager must be notified and a RIDDOR report form filled in, with a copy sent to Ofsted. RIDDOR forms can be completed on-line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## FOOD POLICY

Meal times play an important part in bringing together the Club members at the end of their school day.

The Club Cook has the responsibility to maintain the food preparation and storage areas in a clean and hygienic state and must hold a Certificate in Food Handling. Other members of the Club staff should also hold a Certificate in Food Handling prior to preparing food.

Before the food is prepared, the surfaces in the food preparation area should be thoroughly cleaned. After use, the entire food preparation area should be cleaned.

While food is being prepared, no other activities should be going on in the food preparation area. Children are encouraged to help prepare and serve a snack and drink at the start of each session.

Food will be stored in a separate food store and not mixed up with the general play equipment.

### FOOD OFFER

The Club is keen to promote the health and well-being of children within the Club by providing a healthy range of snacks/small meals for the children. A half-termly menu is developed (in line with Government dietary guidance) and communicated to parents prior to each booking period. The menu provides a variety of food options which can be chosen by the children. The menu provides healthy options for all dietary requirements with options available to suit the personal, medical, cultural needs of children.

## HEALTH AND SAFETY POLICY

The aim of the Club is to promote a healthy lifestyle and a high degree of hygiene and safety for the children in our care. This will include:

- Ensuring that all the Club staff know the emergency and fire procedures.
- Ensuring that a No-Smoking policy is adhered to.
- Ensuring that none of the Club staff consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol.
- Half-termly checks of equipment and resources by members of the Club staff.
- Half-termly checks of the buildings and any surrounding areas, which will be used by the children.
- Half-termly discussion with the children concerning the importance of observing health and safety rules.
- Half-termly fire drills that will be recorded in a fire drill book.
- Having clear procedures in place in the event of a fire.
- Ensuring that all the Club staff know the location of fire extinguishers and how to use them.
- The School Operations Manager must ensure that adequate insurance is in place.
- Ensuring any breakages or faults with any equipment are reported to the School Operations Manager within 48 hours.
- Ensuring that all accidents are recorded in the Accident Report Book by a member of the Club staff.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



## LOST CHILDREN PROCEDURE

In the event that a child who is due to attend the Club does not appear, the Club Supervisor will contact the parents/carers to establish if there is a change to the arrangement. If child should be attending the session but has not appeared then a member of the Club staff will talk to the child's teacher and will co-ordinate a search for the child.

If the child still cannot be found following a search then the parents/carers will be informed, and a Club Trustee notified. Emergency procedures should then be followed.

## MEDICATION POLICY

The Club follows the school administration of medicines policy. This is available on the school website.

The Club staff will only administer prescribed medicines with the written authorisation of the parent/carer. No medicines will be administered without written authorization.

Children with asthma will have access to their medication at all times.  
Aspirins or paracetamol will not be given to the children.

The appropriate form stating medication, time and the amount to be given, must be filled in and signed by the parent/carer. Medication should be clearly labelled with the child's name. The form must be given to the main school office to record the details and the Club Supervisor will be made aware of the child's requirements. They will advise other Club staff.

If any medication is required for a child, the member of the Club staff administering the medicine must sign that they have done so, and give the time. The parent/carer must sign to say that they have been informed of this when collecting the child.

It is the responsibility of the parent/carer to ensure that medicines are collected and taken home.

When an Epipen is required for a child who may suffer with allergic reactions, the parent/carer must supply an Epipen to be kept in school for both the School and Club use.

As for all medical care, the Club follows current school procedures for administration of medicines and for managing pupils with medical needs. If an allergic reaction occurs, the Club Supervisor or member of staff administering the Epipen will follow these procedures.

## MOBILE PHONES & CAMERAS

Photographs will only be taken of children with their parents' permission. Only the Club camera will be used to take photographs of children at the Club, except with the express permission of the Club Supervisor. Neither staff nor children may use their mobile phones in the presence of children.

## QUALITY

The Club will aim to offer the highest standards of care to the children and is committed to providing a quality service to all who use the Club.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



## RECORD KEEPING

All records for the Club staff and children will be kept confidential and will be held in a secure cabinet/office. Records are kept for the following for a minimum period of seven years or in line with statutory requirements:

Register (not confidential)  
Daily Record of Attendance (not confidential)  
Registration form (confidential)  
Booking form (not confidential)  
Accident Report Book (individual reports are confidential)  
Medication form (confidential)  
Incident reports (i.e. to the Club Committee – Confidential)  
Head Injury Reports/First aid records (individual reports are confidential)  
Complaints, including outcome of the investigation (confidential)

## SAFEGUARDING AND CHILD PROTECTION

The Club is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The Club has a responsibility under the Children Act regarding every child's safety.

In the event of the Club staff having any concern about the welfare of any child within the Club, the staff will need to act within the requirements of Berkshire LSCB Child Protection Procedures (Local Safeguarding Children Board).

The Designated Safeguarding Leads for the Club will be the same as is designated for Sonning CE Primary School.

If a member of the Club staff sees anything or are informed by a child of anything that gives them cause for concern regarding the child's welfare, they must:

- Listen to what the child has to say.
- Escalate to OSC Supervisor
- Record what the child has said as soon as possible.

The OSC Supervisor will then escalate accordingly to the DSL.

The DSL will then:

Consider whether a discussion with the parents/carers may be appropriate.

Make a judgement as to the necessity of immediately contacting Ofsted and the Duty, Triage & Assessment Team managed by a Social Care Team) if there is reasonable cause for concern. The Duty, Triage & Assessment Team's telephone number is 0118 908 8002. The telephone number for the Emergency Duty Team (out of hours) is 01344 786543.

In order to provide an environment where children are safe from abuse, the Club administrators will take all necessary steps to ensure that all members of the Club staff and volunteers have been appropriately checked before taking up employment within the Club. Safeguarding & Child Protection will form part of induction and ongoing training and staff meetings.

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



The Club staff should avoid being on their own with a child or putting themselves into difficult situations where possible misinterpretation may occur.

All members of the Club staff and volunteers will have been interviewed and a DBS (Disclosure & Barring Service) check and two references taken up from them. Anyone awaiting any of the above will only be allowed to work at the Club if working alongside another member of the Club staff who has been cleared by Ofsted.

Where an allegation of abuse is made against a member of the Club staff, parents/carers should contact the Headteacher.

Inform the DSL and provide a written report.

The DSL will:

Inform the Local Authority Designated Officer (LADO) on 0118 974 6141 or [LADO@wokingham.gcsx.gov.uk](mailto:LADO@wokingham.gcsx.gov.uk) immediately.

Make a judgement as to the necessity of immediately contacting the Duty, Triage & Assessment Team (managed by a Social Care Team) if there is reasonable cause for concern. The Duty, Triage & Assessment Team's telephone number is 0118 908 8002. The telephone number for the Emergency Duty Team (out of hours) is 01344 786543. Email: [triage@wokingham.gcsx.gov.uk](mailto:triage@wokingham.gcsx.gov.uk)

If an allegation is made against the DSL then the Committee Safeguarding Lead or Chairperson will oversee the procedure above.

## SPECIAL NEEDS POLICY

The Club aims to enable all children to enjoy its facilities regardless of the child's individual needs, provided that this is in the best interest of the child.

The Club will assess and give consideration to the child's individual needs whilst attending the Club, and suitable practical solutions will be sought. Where a child attending the Club has special needs, the Club will endeavour to find financial support to ensure that those needs are met. All information regarding a child's individual needs will be kept confidential in line with the Club's Confidentiality Policy and will be updated as necessary. The Club Supervisor will be responsible for liaising with parents/carers and other agencies, to ensure the best possible provision for the child.

All members of the Club staff must be fully aware of each child's needs and individual programme, where necessary suitable training will be given.

## STAFFING AND DISCLOSURE & BARRING SERVICE (DBS) CHECKS

The Club uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. A minimum of two adults who have attained the age of 18 will staff the Club in accordance with the Children Act 1989, with a staff to children ratio of **1 to 8**, with at least one staff member 18 years or older. The Club staff will never be left on their own, and should never be in a 1:1 situation with a child.

Any member of the Club staff under the age of 18 and caring for children will be supervised at all times by a person of 18 years or over.

At least half of all persons caring for children will have successfully completed a qualification at a minimum Level 2 in a relevant area of work and the Club Supervisor will have a qualification at a minimum of Level 3 in

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



a relevant area of work as set out in the National Qualifications Framework and determined by the Qualifications and Curriculum Authority. The Club staff will be encouraged to take up training courses as appropriate.

Enhanced DBS (formerly CRB) disclosures will be obtained for all staff, students and volunteers who will work directly and indirectly with children, or have access to children's information, including the Headteacher and Administrators. Any adults, including volunteers and students, who have not been checked will always be accompanied by a member of the Club staff who has.

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006.

### **WELFARE OF CHILDREN, MATTERS AFFECTING**

The Club Supervisor must inform the Local Authority Designated Officer (LADO) on 0118 974 6141 of the following:

- ☐ Any incident of food poisoning affecting two or more children in the care of the Club.
- ☐ Any serious accident or injury to, or the death of any child while receiving childcare.
- ☐ Any serious accident or injury to, or the death of, any other person on the premises on which childcare is provided.
- ☐ Any allegation of serious harm to, or abuse of, a child committed by any person (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to the harm or abuse occurring on those premises.

Ofsted must also be informed:

The National Business Unit

Ofsted, The Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA

**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity

