



# The Bishops' Out of School Club

“A safe place to relax, play and have fun”

## Policy Booklet



*‘Live Fully, Laugh Often, Learn Deeply,  
Love as God Loves You ..... and Let Your Light Shine!’*

Little Fingers After School Club follows The Bishops' C of E & R C Primary Schools policies and procedures. This booklet together with the Registration Form provides information and guidance for parents/carers.

### **Written Policy for Admissions**

Little Fingers After School Club will only accept and admit children who attend The Bishops' C of E & R C Primary School. The Club offer places to children on a daily, weekly or monthly basis.

On completion of the Registration Form, subject to places being available and the appropriate fee being paid, a place will be secured. A Registration Form together with details of the club can be downloaded from the school's website [www.bishops.essex.sch.uk](http://www.bishops.essex.sch.uk). Alternatively, a copy can be obtained from the school office.

All parents agree to abide by the terms and conditions detailed in the Registration Form and included in this booklet.

### **Written policy on the partnership with parents**

The club recognises the importance of a "settling in" period for both you and your child. You are encouraged to play a full part in this transition and the staff are happy to discuss any issues and concerns you may have. They will work with you, your child and your child's teacher to ensure the best possible care.

Visits to the club can be arranged via the school office.

The bond between parents, children and the club is important and staff are happy to share and discuss your child's day with you.

Please read the parent's notice board and the Little Fingers News, as this will provide up to date information.

### **Written policy for bringing and collecting children**

Children must be collected by 5.45pm each evening and the register signed accordingly.

If your child is collected after this time, the register will be marked appropriately. A charge of £10.00 per 15 minutes will be made if your child is collected late.

You are requested to provide photographs of people authorised on the Registration Form to collect your child. Full details of authorised people must be stated on the Registration Form.

If an unauthorised person is to collect your child, then a written letter/email is required along with a full description (preferably a photo) and a password.

A child will not be allowed to leave with any unexpected collector. The staff will telephone you for confirmation and the child will not be released to that collector until confirmation is received. This person will be asked to wait until confirmation is received.

***Please note all collectors must be over the age of sixteen.***

In some situations where a family is undergoing marital problems or are no longer one family unit, there may be specific requests and authorisations.

We cannot withhold a child from a parent unless we have seen a copy of any court order appropriate to the child. However, if a request has come from a parent, we endeavour to get in touch with the parent concerned to allow them to make a decision.

**Written Equal Opportunities**

All parents and children are treated with equal concern. Each child's specific needs with regard to their gender, ability, ethnic origin, culture, religion and linguistic background will be met. All children are valued as individuals and have equal opportunities.

The club follows the schools' Equal Opportunities Policy, a copy of which is available on request.

**Written Policy for accidents**

As part of the Registration Form, written permission is requested for the club to be able to seek medical advice or to take your child to the doctor/hospital, in the event of an emergency.

In the event of your child needing medical assistance, you will be contacted immediately. If required, a member of the school's staff will accompany your child to the hospital and stay with her/him until you arrive.

A record of any accident together with any treatment given is recorded in the accident book. Any treatment given to your child will always be carried out in conjunction with your child's medical records.

**Written Policy for dealing with an unwell child and medication**

If your child becomes ill at the After School Club, every effort will be made to contact you to advise you of the situation and in some cases to arrange immediate collection.

If your child has a contagious illness, we ask that you contact the school office as soon as possible, so that we can notify other parents. Your child cannot return to school or the After School Club until the appropriate exclusion period has ceased.

Children with sickness and/or diarrhoea must not return to school or the After School Club for at least 48 hours after the last bout of sickness or diarrhoea.

Children must be in general good health and free from infectious illness or disease to attend school and the After School Clubs.

The After School Club will not administer medication except in certain circumstances.

All medication must be clearly labelled with the child's name and dosage required. Any medication without this information cannot be administered.

When the After School Club is required to administer medication details will be recorded.

### **Written policy for clothing and footwear**

All clothing and footwear must be clearly named and no responsibility will be accepted for the loss of unnamed items.

In the winter we ask that your child brings appropriate outdoor clothing, so that we can still take them out. During the summer please provide a suitable sun hat.

In addition to this for health and safety reasons children are not permitted to wear open toed Sandals/shoes or high heels. Children will not be able to participate in outside play or walks if they do not have suitable attire.

Whilst every effort is taken to protect your child's clothing, the school and After School Club cannot be held responsible for any damage to clothing that occurs whilst children enjoy activities such as painting, cooking and outside play. Please feel free to provide an apron for painting and craft activities if desired.

### **Written policy for food and drink**

Children will be offered fruit when they first arrive at the After School Club and a light snack at 4.15pm/4.30pm.

The club follows the school's Healthy Eating Policy. Special diets can be catered for on request.

Staff set an example at mealtime by sitting with children and eating their meal with them to encourage table manners and promote a positive atmosphere. Children are encouraged to say please and thank you at all times.

No child will be deprived of food or be force fed. Small amounts will be offered to each child to encourage them to eat. You will be informed on a daily basis, at the end of a session if your child has not eaten well.

Slow eaters are given time to finish their food and are not rushed. Small quantities of food are placed onto the plates taking into account the age and appetite of children.

Juice and Water is offered during Breakfast Club. Water is offered in After School Club.

### **Written policy for maintenance of toys and equipment**

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed

immediately. The club implements a cleaning rota for cleaning toys in order to minimise infection.

Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

### **Written policy for unwanted behaviour**

The After School Club follows the school's Behaviour Policy, a copy of which is available on the school's website. Alternatively, a copy can be obtained from the school office.

Unwanted or challenging behaviour is dealt with in a positive manner. Children are praised for positive behaviour. If negative behaviour occurs, in the first instance a clear and firm NO is used, if behaviour continues the child will be given a choice. If the child does not stop, he/she will be removed from the activity; the reason explained and play redirected. If the child continues to display unwanted behaviour, he/she will be removed from the After School Club area to a quiet place and a member of staff will talk to the child about their behaviour.

Repetitive behaviour will be noted and any pattern recorded. Any concerns will be discussed with you and if required a plan of action put in place.

Behaviour that is not tolerated at the After School Clubs includes misuse of equipment, inappropriate language and the lack of respect for others and their personal space.

### **Written policy for responding to complaints by parents**

It is hoped that any problems you have with the After School Club can be resolved informally. You should first speak to the Supervisor Mrs Coote or a member of senior staff on duty at the time of the complaint.

If concerns cannot be resolved in the above manner, you may in the first instance wish to take up the complaint with the school's Headteacher.

### **Written Policy for Special Needs**

A child is deemed to have special educational needs if he or she has additional needs, which calls for special educational provision to be made for him or her. This does not include children who have a main language other than English or Welsh.

All children, regardless of their ability, gender, or any other governing factor, have the right to quality childcare and are welcome at the club. However for the safety of all children, on occasion children with special needs may be assessed on an individual basis by the club in conjunction with the school to ascertain whether the correct provision can be made available.

If there is a concern about your child, staff will discuss this with you.

Through the school, special educational needs training has been and is made available to staff to assist them in working effectively with children with special needs.

### **Written Policy for Child Protection**

The After School Club follows the schools' Child Protection Policy.

The school is under obligation to report to Social Services any incident where they consider a child has been abused, neglected or is at risk. This may be done without notifying the parents/carers.

***Child Protection Officers: Mrs J Goode (SENCo) and Mr G Waters (Headteacher)***

### **Written policy for the non-collection of a child**

In the event of a child not being collected by 5.45pm and having had no contact from the parents to inform us that they are going to be late, the following procedure will be followed.

After 15 minutes the staff on duty will endeavour to contact all persons listed on the Registration Form. If none of these people can be contacted the staff will contact Chelmsford police station after 30 minutes to find out if there have been any accidents involving any of these people.

The situation will be explained and advice will be sought.