



Griffithstown Primary School
After School Club

Policies and Procedures

Reviewed: Autumn 2018

List of policies

- Admissions
- Arrival and collection
- Fire procedure
- Anti-bullying
- Special needs
- Child protection
- Confidentiality
- Play
- Working in partnership with parents and carers
- Procedure for a missing child
- Statement of purpose
- Complaints
- Behaviour management
- Communicable disease
- Food preparation
- Healthy, Safety and Hygiene
- Medication
- Risk Assessment
- Photography

Admissions Policy

The after school club is open to any child aged 4-11 years attending Griffithstown Primary School.
(Reception – Year 6)

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, and disability or in any other matter to do with the club.

In order to ensure fairness in the allocation of places the following criteria will be taken into consideration:

- While available places exist these will be allocated on a first come – first offer basis
- Then places will be given to children who are booking for every day of the week
- Then siblings of children already at the club will have priority over others
- Provision will be made for social services, employer or other sponsored places.

Places can be reserved in advance in order to secure placements although payment is required on booking. Children cannot be admitted to the club until parents/carers formally registers them. Parents/Carers are to provide all relevant contact details and information regarding any special requirements or needs of their child.

Parents/carers must notify the club at the earliest opportunity if there are any changes to the child's registration details so that forms can be updated regularly.

Fees must be paid in advance when booking your child's place. This is non refundable. However a credit may be offered in some circumstances.

If the club is oversubscribed, a waiting list will be kept and administered by the senior play worker.

The club reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would be implemented once our agreed procedures for tackling behaviour problems have been exhausted)

Parents are required to sign a contract confirming that they have read and understood the policies and procedures outlined in the Parents Handbook and agree to abide by the terms and conditions of the club.

Parents/carers must give one month's notice in writing to the club when they wish to terminate their contract with the club.

Arrival and Collection Policy

Arrival

Parents must notify the club in good time (at least 24 hours' notice) regarding the attendance / non-attendance of their child. (Please see registration form for more details of payments and absences)

Children will be collected from their classrooms by a club worker. However some older children can make their way to the club at the end of school.

The school teacher and children will know the club workers.

All children will be signed on to the fire register on arrival to the club and will be signed out by the parent/carer on leaving the club.

Children attending any extra-curricular activities then coming to the club will be picked up by a member of staff at the end of the club.

Collection

Parents must collect their child by 5.30pm at the latest (5.15pm on a Friday)

Parents must give the names of ALL persons authorised to collect their child on the registration form. Only persons named on this form will be able to collect the child from the club, unless prior arrangements in exceptional circumstances have been made with the senior play worker.

It is the responsibility of the parent/guardian to ensure that any changes to the named individuals who can collect their child are communicated to the play leader both in writing and verbally.

The person collecting a child must approach a club worker so that club workers know who is being collected and by whom, and can sign the children out.

If a parent is unreasonably late (more than 10 minutes) collecting their child, they will be charged £7 per child on top of their session fee.

If a child is collected more than 10 minutes late on 2 occasions, a letter will be sent to the parent to inform them that if, on a third occasion, they are collected late their child's place at the club will be at risk.

In a case of a parent/carer failing to collect the child, the senior play worker will call the second emergency contact to come and take the child home. In the event of that person being unavailable the playworker will contact the third and fourth emergency contact. After this the child will be taken by the playworkers to the nearest police station.

No child will ever be left unsupervised because a parent/carer has failed to collect them.

N.B Under the Children Act 1989, parents do not lose parental responsibility except through an adoption order. This means that divorced/separated parents retain the rights of contact with their child unless the courts have made an order that they should not do so.

Play workers therefore do not have the right to stop divorced/separated parents from collecting their children unless they are aware of a court order preventing contact between the parent and the child. For example, a mother's request that a child does not go home with their father cannot be guaranteed unless there is a court order preventing him from having contact with them.

Parents should be in a fit state to collect their child. If a parent/carer arrives and is in an unfit state to collect their child, the senior play worker cannot refuse to hand the child over but should inform the parent that the police or social services will be contacted immediately. The safety of the child is paramount.

Fire Procedure

The following should be adhered to:

- A notice detailing the action to be taken in the event of the fire should be displayed in the staff areas
- The play leader and other staff should be familiar with the fire routine
- Fire drills should be carried out on at least two occasions per year
- A fire log book should be kept in which the following details are recorded:
 - *fire drills and fire instruction
 - *testing and maintenance of the fire alarm system
 - *testing and maintenance of the fire fighting equipment
 - *testing and maintenance of the emergency lighting

The log book should be readily available for inspection as and when required.

In the event of a fire

- Operate the alarm
- Person in charge to ensure that the fire brigade is called immediately
- Close all doors and windows in the vicinity of the fire
- Staff members must escort all children from the building to the assembly point, which is specified on the evacuation plan. During this procedure no person should return to the building.
- The first person to leave the building should carry the register
- The playworker who is last to leave should check toilets, cloakrooms etc (if it is safe to do so)
- On reaching the assembly point a register should be taken at the earliest opportunity
- The senior play worker should notify the fire service when they arrive of any missing persons and their last known whereabouts.

Anti-Bullying Policy

While petty tale telling is not desirable, genuine whistle blowing on bullying is actively encouraged from children, staff and parents. We define bullying as:

‘Verbal or physical intimidation both direct and indirect that makes an individual feel threatened or uncomfortable’

This policy relates to all staff, children and parents/carers linked to the club.

Bullying will be dealt with in the following way:

- The child will be comforted and encouraged to explain what has happened.
- The play leader will investigate the matter in a sensitive manner (see confidentiality policy)
- Where the bullying has been perpetrated by another child, the play leader will work in partnership with the child and their parents, where appropriate, to find a positive way forward.
- Following the investigation the club’s child protection policy and/or behaviour policy management policy may be implemented dependent upon the source of bullying.

Opportunities for discussion, information and resources on the subject of bullying will be used as an integral part of the club's program. Specific instances may also trigger discrete activities on the subject in order to raise children's awareness.

Special Needs Policy

After School Club aims to provide a welcoming and supportive environment for all children, staff and parents. They will all be treated with dignity and respect. After School Club supports integration and the treatment of all children as individuals wherever possible.

Where possible the club will aim to provide adaptations to the facilities and environment in order to cater for individual special needs.

The individual needs of the children will be considered when planning and buying other equipment.

Staff will receive appropriate special needs training as required.

Full cooperation will be given to outside agencies in order to meet the specific needs of the child.

The club will consult with children and parents as appropriate with regards to individual special needs.

Strategies such as positive behaviour management will be implemented.

The club will promote anti-discriminatory practices and encourage a positive atmosphere for all.

If a child requires one to one support at the club, we will make every effort to work with the parents/carers and relevant organisations to access additional funding and extra staff members to support the child.

Child Protection Policy

It is the responsibility of all adults who care for children to protect them from harm. In accordance with the All Wales Child Protection Procedures every club operates a child protection policy.

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm from others, it is their responsibility to ensure that the concerns are referred to Social Services or the police, who have statutory duties and powers to investigate and intervene when necessary.

At least one member of our staff has received child protection training and training will be cascaded to all members of staff. All members of staff have been made aware of possible symptoms of children at risk and are aware of their responsibilities to report concerns according to the All Wales Child Protection Procedure. Concerns must be kept confidential to as few people who need to know.

If a parent/carer has concerns about a child, they should be advised to contact the local Social Services department directly.

This applies to the following circumstances:

- If a child displays recognised signs of abuse
- If the behaviour of any adult towards children causes concern

These procedures set out in the All Wales Child Protection Procedure will be followed in the event of suspected child abuse.

Confidentiality Policy

The club's work with children and families will sometimes bring them into contact with confidential information.

To ensure that all who use and work in the club can do so with confidence, confidentiality will be respected in the following ways:

- Parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- Staff should not discuss individual children other than for the purposes of activity planning/group management with anyone other than the parents/carers of that child
- Information given by parents/carers to the play leader or member of staff should not be passed to other adults without permission
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the group (except with the staff). The Area Child Protection Guidelines will be followed in such cases.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions.
- The safety and well-being of the child will be of paramount importance.
- Volunteers/students are made aware of our Confidentiality Policy and will be required to follow it at all times.
- We will adhere to the school's confidentiality policy where possible – details can be found on the school website

Play Policy

This club recognises that play is a vital component of a child's life. We will ensure that children have access to freely chosen and varied play opportunities.

Within the framework of current legislation we will aim to ensure that

- The child will be the centre of the play process
- Children will be consulted and listened to and their views acted upon where possible
- Play staff are responsive and help to enrich the children's play opportunities
- Play staff facilitate appropriate risk and increase children's awareness of their physical capabilities and limitations
- Play opportunities promote equality and challenge discrimination
- Play opportunities will motivate children; increase self-esteem and foster positive attitudes.

Working in partnership with parents/carers

Parents/carers and children joining the club will be given a parents info pack and encouraged to take advantage of our settling in process. Parents/carers will be encouraged to visit the club prior to their child starting to meet the staff and familiarise their child with the club setting.

Staff are always available for an informal chat during club hours about their child's needs and progress. Staff are aware of the need to maintain privacy about matters concerning children and families and the need to share information appropriately. Information about each session will be shared with parents/carers when they collect their child from the club. Alternatively, formal appointments can be made by parents/carers to discuss their child's progress or behaviour. The club's confidentiality policy will be followed in such circumstances. To make an appointment please contact the senior play worker.

All written records kept on a child are accessible to parents/carers except where this would place the child's welfare at risk.

Parents and carers are responsible for notifying the senior play worker of any changes in the child's circumstances so that they can be added to the child's registration form and appropriate action taken. Parents are issued with a detailed handbook outlining the club's policies and procedures. Feedback on these from parents/carers is encouraged.

Regular satisfaction exercises will be carried out (i.e questionnaires) to ensure the club's service continues to meet the needs of the children and their families. Parents/carers are encouraged to complete these questionnaires to voice their opinion as it is important to the continued effectiveness of our service.

A regular newsletter will be circulated to parents/carers to keep them informed of any changes and notify them of any future events. A notice board will be available for parents/carers to gain information about the club and its activities.

Parents are encouraged to feel part of the club as we are providing a service to them. When fundraising events are being organised we would appreciate the help and cooperation of parents/carers.

Procedure for a child who is missing

There are a limited number of situations where a child could be missing and these are:

- where a child leaves the school grounds
- where a child is taken from the club by an unapproved adult
- where a child wanders off on an outing

Should a child become missing the following action will be taken:

- Staff will alert the member of staff in charge who will make enquiries of relevant members of staff as to when the child was last seen and where
- Ensure the safety of other children regarding supervision and security
- One or two members of staff will search the building, grounds and immediate vicinity
- Parents will be contacted to see if the child has arrived home or if there has been miscommunication
- If a child cannot be found within 15 minutes then the police will be contacted
- Continue to search the surrounding area and keep in touch by mobile phone

When the situation has been resolved members of staff should review the policy and see what went wrong and how we can prevent it happening next time.

STATEMENT OF PURPOSE

As an after school club, we aim to provide a childcare service that allows boys and girls to learn and develop in a safe, secure, home-based environment

AIMS & OBJECTIVES

Our aims and objectives are to provide a professional, good quality childcare service in a clean, tidy and comfortable environment, with a caring, friendly and welcoming atmosphere.

We will encourage and support your child to learn and grow whilst having lots of fun.

SERVICE AVAILABLE

Griffithstown ASC will offer childcare for all children aged 4 -11 years, from Reception to Year 6. We offer a warm, welcoming environment, focusing on the children and aiming to meet the social, physical, intellectual, creative and emotional needs of each individual child. Our routine throughout the session is flexible, with a mixture of free play, snack time and more structured activities available. We provide a range of activities including arts and crafts, role play and construction toys. There is an outdoor area that children can use for outdoor play during the summer months.

LANGUAGES USED

The language of our setting is English.

OPENING HOURS

The service operates between 3.30pm and 5.30pm Monday to Thursday and 3.30pm – 5.15pm Friday, term time only.

CONTACT INFORMATION

Name of Main Contact: Natalie Roche

Business Name: Griffithstown Primary After School Club

Tel: 07940454060

Email: griffithstownprimaryasc@hotmail.com

We need to be aware of your contact details and have information regarding your child. Please complete the registration form and keep us informed of any change of details.

FOOD

We provide a daily snack for children attending and this will be in line with our healthy eating policy, and to suit your child's dietary needs and preferences. Our sample menu is available on request and is included in the policy booklet.

FACILITIES

Children can have full access to all areas of the club room and the outdoor space. Activities will be planned weekly offering opportunities for free play as well as more structured activities. Children will be encouraged to participate in the planning of activities and ideas for equipment. For more details please see sample activity planner.

ARRANGEMENTS FOR DEALING WITH EMERGENCIES

In the event of an emergency situation arising we will follow the procedures laid out in this policy booklet.

ARRANGEMENTS FOR COMPLAINTS

The welfare of the children will be paramount and we aim to meet the needs of both children and parent/carers. However, if there is cause for complaint at any time please let the play leader know at the earliest possibility. We have a complaints procedure which is explained in the policy booklet. If your complaint cannot be resolved you are entitled to contact your local authority.

BEHAVIOUR MANAGEMENT POLICY

All children have a right to feel safe and secure in our care and will be encouraged to set their own ground rules. I will discuss these and 'house' rules with both children and parents wherever possible.

Unacceptable behaviour will be quickly identified and dealt with positively. Reasons are always explained to the child involved and good behaviour is always praised.

Parents/Carers and the children will be informed of acceptable limits, and the consequences of failing to comply with them.

Children will be praised and given positive encouragement wherever possible, but unacceptable behaviour will be responded to in an appropriate way, taking full account of the child's level of understanding. Details of more serious breaches will be entered into the incident book.

Those children who have recognised behavioural difficulties will be given extra support to help them manage their own behaviour. I recognise that there may be special circumstances, which might affect a child's behaviour, and will deal with this appropriately. We expect parents/carers to inform the club of any changes in the child's home circumstances, care arrangements or any other change which may affect a child's behaviour such as a new baby, parents/carers separation or divorce or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

From time to time children will have difficulty learning to deal with their emotions and feelings; this is a normal part of child development. We will acknowledge these feelings and try to help children find constructive solutions in liaison with parents/carers.

When incidents of unacceptable behaviour occur we will use the following methods to manage behaviour:

- Challenge it immediately
- Explain why it is unacceptable in a way that is suitable to the child's level of understanding
- Encourage responsibility by talking to children about choices and possible consequences
- Distracting the child
- Offering alternative ways of doing things
- Being firm and consistent so that children know and feel secure in the boundaries I set
- Ensuring children maintain their self-esteem by showing I disapprove of the behaviour, not the child.
- Removing the child from the situation
- Using sanctions if necessary e.g removing a toy for a short period

If a discipline problem arises that does not respond to the above mentioned techniques I will request a meeting with the parents/carers and together we will try to find a solution. Parents may be called to remove your child if his/her behaviour prevents staff from being able to properly care for the other children. If the problem continues, sadly other arrangements for the care of the child may have to be made, for the safety and wellbeing of all.

Staff will not use any form of physical intervention unless it is necessary to prevent personal injury to a child, other children, an adult or serious damage to property. Any incident will be recorded in the incident book and the parent/carer informed of the incident on the day it occurred.

Behaviour that is likely to lead to the health and safety of others being compromised is also not acceptable.

Within the club we will use a 'three strikes' policy to monitor persistent bad behaviour. Parents will be notified if their child has received a 'strike' for bad behaviour. After 3 strikes the child's parents will be called in for a meeting to discuss the next steps.

Communicable disease information form

No child known to be suffering a communicable disease, or considered too ill to participate in normal setting activities, shall be admitted to the setting.

If a child is exposed to a communicable disease, it will be the club's policy to contact the parents.

Exclusion periods - The following conditions apply should your child have any of the following illnesses. Please note that this list is not exhaustive. It includes some common examples of illnesses but other illnesses with exclusion periods will also apply.

Disease	Signs and Symptoms	Incubation period	Exclusion period
Measles	Misery, high temperature. Heavy cold, with discharging nose and eyes. Later – harsh cough, conjunctivitis, white spots in cheek, followed by dusky red patchy rash, starting behind the ears and along ears/hairline – spreads to face, trunk and limbs	10-15 days	4 days from onset of rash
Rubella (German measles)	Slight sore throat, slight fever, enlarged glands behind ears, pain in small joints	14-21 days	4 days from onset of rash
Chickenpox	Slight fever, starts with red spots with white raised centre on trunk and limbs – very irritating rash	7-21 days	7 days from onset of rash (all spots must be dry and scabbed over)
Pertussis (whooping cough)	Heavy cold with fever, followed by spasmodic cough, characteristic cough and vomiting	10-14 days	21 days from onset of cough. If antibiotics are given this may be shortened
Gastrointestinal infection	Vomiting, diarrhoea, dehydration. In usual circumstances diarrhoea in a child constitutes 3 or more loose stools	7-14 days	Until well. 48 hours after diarrhoea and vomiting have stopped
Tonsillitis	Very sore throat, white patches on tonsils, swollen glands in neck, aches and pains in back and limbs	2-5 days	Until recovered or at least 48 hours on antibiotics
Hand, Foot and Mouth disease	Red spots with raised blister head on hands, feet and mouth	3-5 days	Until lesions are healed
Herpes simplex	Blisters inside cheeks, ulcers on the tongue, cold sores around the mouth	2-10 days	Until all symptoms have ceased
Meningitis (bacterial and viral)	Fever, pains in back of joints, vomiting. Headache, fear of bright lights, stiff neck,	2-10 days	Until recovered

	confusion. Skin pale/blotchy, red rash or purple spots/bruises may appear		
Mumps	Fever, headache and swelling of jaw in front of ears, difficulty opening mouth	7-28 days	4 days from onset of swelling
Infective hepatitis (jaundice)	Gradual onset of headache, loss of appetite, nausea, urine dark, faeces pale putty colour	23-35 days	7 days from onset of jaundice
Conjunctivitis	Itching and pain in eyes which become red and inflamed. White discharge or “sticky eye”	Bacterial 1-3 days; viral 2-7 days	24 hours minimum or until improvement begins with medication from GP
Scabies	Itchy mite burrows, visible as red raised spots, especially between the fingers. Intense irritation, sleeplessness	Direct contact	72 hours following treatment
Impetigo	Yellow oozing sores with scabs on top, itching. Usually around nose and mouth, although can develop on body	Direct contact	Until dry and healing, or 48 hours after antibiotic treatment has started
Threadworms	Presence of threadworms in stools (white, cotton-like pieces) sore anus, itchy bottom, sleeplessness, lack of appetite	Direct contact	24 hours following treatment
Thrush	White patches inside mouth, red rash around mouth or in genital area	Direct contact	Mouth – 24 hours after treatment. Genitals – no exclusion necessary although treatment and good hygiene required
Temperatures	Normal range for child is 36.1-37.2 degrees C. 38.3 degrees C or higher is cause for concern	Not applicable	Until temperature returns to normal

Food Preparation Procedure

The following is a checklist for the safe preparation of food:

- As a club, we will ensure that we maintain the food preparation and storage areas in a clean and hygienic state
- Before the food is prepared, the surfaces should be thoroughly cleaned.
- After use, the entire food preparation area should be cleaned.
- While food is being prepared in the kitchen, no other activities should be going on in that area
- Food will be stored in a separate food store and not mixed up with the general play equipment

FOOD SAFETY RULES

Personal Hygiene

Keep hands very clean.

Keep hand jewellery to a minimum – plain wedding band only.

Keep all cuts covered with a blue, waterproof dressing.

Keep longer hair tied back from the face.

Kitchen Hygiene

Before commencing duties ensure all kitchen surfaces, chopping boards, utensils are scrupulously clean.

Keep fridge clean and tidy, cover all food and date.

Take and record fridge and freezer temperatures before every day.

At end of the working day remove rubbish and clean the kitchen area thoroughly.

Electrical Safety

Before use, ensure any item of electrical equipment is in good working order.

All electrical equipment will undergo a yearly PAT test by an outside company.

HEALTH

- The temperature in my setting will be maintained at not less than 18°C (65° F)
- All areas within the setting are well lit and well ventilated
- There can be no unauthorised access into the setting as all entrances/exits are secured. They are also secured to prevent any children being able to leave to premises unsupervised.
- There will no smoking in any part of the building.
- Children will have some opportunity of access to outdoor play.
- Staff will be aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent/carer).
- If a child is not feeling well enough to participate, we will provide a quiet place for them or encourage him/her to participate in quiet activity. We will notify the child's parent/carer that their child is unwell. Any child will be observed for any worsening symptoms.
- If a child's condition worsens to such an extent that we are seriously concerned and suspect urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary an ambulance will be called.
- If a child is exposed to a communicable disease, it is my policy to contact the parents; likewise I appreciate parents' co-operation if their child comes down with an infectious disease, so that the appropriate steps can be taken to notify other parents.
- The club will keep a record of communicable diseases.

HYGIENE

- There are several toilets available to the children whilst at the setting.
- Children will be encouraged to wash their hands after using the toilet and before eating. Running water, soap and hand dryers will be available.
- I am aware of how infections, including HIV infections, are transmitted.
- Rubber gloves will be used for clearing up after spills of bodily fluids.
- Floors and other surfaces will be disinfected when appropriate.

Medication Policy

If a member of staff has to administer medication, the following practices will be followed:

- We will not administer medicines unless they have been prescribed for that child by a doctor.
- Medicines will be stored in their original containers, clearly labelled with the child's name and inaccessible to children.
- Checks will be made to ensure that any medication received into the setting is not out of date
- The parent/carer will give prior written permission to administer any medication by filling out the appropriate form.
- Parents can obtain the correct form from the school office.
- Written records will be kept of any medicine administered to the child.
- If appropriate, details of the exact time any current medication was last administered to the child will be obtained.

If the administration of prescription medicines requires technical/medical knowledge then individual training will, where possible, be provided from a qualified health professional. Training will be specific to the individual child concerned.

We recommend that hats and sunscreen are used when the children are playing outside in sunny weather. Children will be able to apply their own sunscreen under the supervision of an adult.

Risk Assessment

ENCOURAGING CHILDREN TO TAKE RESPONSIBILITY FOR THEIR OWN SAFETY

Many children enjoy taking risks as it is part of growing up. But as part of this process it is also important that we encourage children to recognise potential dangers and when to be cautious. Children need opportunities to discuss ways to keep themselves safe and healthy.

For example:

- Always letting someone know where they are and what they are planning to do
- Knowing how and when to say NO

Encouraging children to take responsibility will also help them to:

- Become independent
- Improve social skills
- Grow in confidence
- Be aware of health and safety

Children will have the opportunity to have input into the 'club rules'.

Look for the hazards

- Step 1 Staff will walk around the club area and look at what could reasonably be expected to cause harm, concentrating on significant hazards that could result in serious harm.
- Step 2 Staff will evaluate the risks from the hazards and decide whether existing precautions are adequate or whether more needs to be done. Even after all precautions are taken, some risk could remain, but for each significant hazard we will decide whether the remaining risk is **high, medium or low**.
- Step 3 Staff will record that a proper check has been made, making a note of who might be affected, how we dealt with obvious hazards, seeing that precautions taken are reasonable and that any remaining risks are low.
- Step 4 The club will review assessments every six months to check that they are still an accurate reflection of the hazards and risks. We will also carry out reviews if new procedures have been introduced; an accident has occurred particularly involving an area or activity which has been assessed; or new equipment is introduced.

Photograph Policy

*Please see school website for whole school policy.

We do have our own Twitter account @Griff_ASC run by staff. If you would rather we didn't post pictures of your child, please inform us in writing.

Return Slip

Child's name _____

I confirm that I have read, understand and agree to all the policies, procedures and information in this booklet.

Signature: _____

Print name: _____

Date: _____