



# Fox's Den

## Out of School Club Policy

Signed <i>H.E. Adams</i>	
Position HEADTEACHER	CHAIR OF GOVERNORS
Staff	
Date : September 2018	
Committee: Finance, Personnel and Premises Committee	
Date : June 2018	
Amended to include details of After school Club	
Full Governors meeting	
Date: 4 <sup>th</sup> October 2018	
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Date for Review <b>May 2022</b>	

## **Bradfield Dungworth Primary School Fox's Den Out of School Club Policy**

The purpose of Fox's Den Out of School Club is to provide a happy, welcoming place at the start and end of the school day for all children of the Bradfield Dungworth Primary School Community. Our aim is

- To help children be healthy.
- To encourage all areas of the children's development through their play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of play opportunities.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Fox's Den Out of School Club.

### **Opening Times:**

#### **Breakfast Club**

Monday to Friday 7.45am to 8.40am.

Term time only.

The breakfast stops being served at 8.15am.

#### **After School Club**

Monday to Friday 3.30pm to 6.00pm

Term time only

Snack will be served at 4.30pm

There is a maximum of 20 places available each day.

Fox's Den Out of School Club will not operate on staff training days.

The Club is fully inclusive for children from Reception to Year 6. Year 7 and 8 pupils may attend with agreement from the Headteacher

### **Booking and Payment Arrangements**

- A completed membership form is required for each child attending the Club.
- Places at the Club are allocated on a strictly "first come, first served basis."
- The cost is £5.00 per morning and £9.50 per evening. **This should be paid in advance.**
- A child does not need to attend every day.
- A member of the Out of School Club will keep an accurate record of attendance and will pass this record to the School Office each week.
- A record will be kept of any parents who pay in advance so that this is credited for the child's next attendance.
- No child will be turned away from Fox's Den Out of School Club, but if a child has not paid then the parents/carers will be contacted and payment requested.
  - Parents who have not paid will be contacted each week requesting payment by the School Admin Officer
- It will be at the discretion of the Headteacher to confirm children who may attend for free due to financial hardship or other social issues.
  - Parents who arrive after 6.00 pm will be charged £5 per half hour to cover staffing over time costs.

### **Location of Out of School Club**

The Club sessions are held in the main hall or in the school resource room. The school's staffroom is used to wash tableware. The equipment and foods is also kept in the fridge in the school resource room or in the After school cupboard. Staff will ensure that all areas are left clean and tidy at the end of the club session. The children will also be able to access the school playground.

### **Behaviour**

The school Policy and Rules with regard to Behaviour are followed to ensure consistency for the children at the Club. If a child continually behaves badly the school reserves the right to withdraw membership to the Club.

### **Communication with Parents/Carers**

Staff may have verbal communication with parents/carers where the parent/carer asks for a message to be passed onto a teacher. Emails or texts could be sent home at the end of the school day regarding Out of School Club, if parents/carers need to be informed of anything.

### **Staffing**

Fox's Den Out of School Club is supervised by Play Workers or Teaching Assistants. A trained first aider is always on site. The play workers complete the register, prepare the food and play with the children. This team works together to ensure that the children have activities to occupy themselves with, and that they are playing safely.

All staff have DBS checks and are dedicated to promoting opportunities for child centred play following guidelines and standards which are set by Ofsted. Staff are trained in Basic Food Hygiene and hold a certificate.

### **Resources**

Out of School Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the Club takes place. All electrical equipment is PAT tested annually.

### **Complaints Procedure**

Bradfield Dungworth Primary School value any parental/carer or pupil opinions and welcome feedback about how the Club is run. All complaints, in writing by a parent/carer, regarding Fox's Den Out of School Club will follow the School Complaints Procedure.

### **Cancellations**

The only possible cause for cancellations by school would be school closure due to adverse weather conditions, or problems with the building. For example: no heating or water supplies. In the event of a closure: a member of school staff will endeavour to contact individuals by text or phone by 7.30am.

Parents/carers must inform the person in charge or the School Office if their child(ren) will not be attending on a day that he/she is booked in to the Club. They are aware that they may be charged for booked sessions that their child does not attend if they do not contact school to cancel 1 week prior to the day

### **Breakfast Menu**

Our selection of food aims to offer a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The school is a Healthy School and abides by the guidelines set by the School Food Trust.

### **Indoor Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in.

Weekly programmes of activities may include:

- Art, using various mediums and the exploration of cultural diversity
- Crafts, using a wide variety of textures and materials
- Dressing up clothes to facilitate imaginative play
- Construction and Lego toys
- Board games
- Books and comics

These activities are offered as it is recognised that for some children it is an opportunity to relax and rest.

Pupils attending after school club will have the opportunity to attend the extra curricular activities organised by the school at no cost if they are appropriate for their age group e.g if the school is running a badminton club for Y3 to Y6 pupils, any children of that age attending after school club are eligible to attend.

### **Food served:**

Below is an example, but not a comprehensive list, of the food the Out of School Club serves;

Toast

Jam

Marmite

Wholegrain cereals

Apple juice

Plain water

Semi skimmed milk

Fruit

### **Emergencies and Fire Procedures**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The Club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's Emergency Fire and Evacuation Policy.

### **Health and Safety**

Fox's Den Out of School Club is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children and a record kept. A separate risk assessment has been completed for Out of School Club

sessions and activities. Accidents will be treated by a trained first aider and the accident will be recorded in the Accident Book. Out of School Club will follow the school's First Aid Policy.

### **Medication**

Inhalers are kept in the children's own PE bags. If a child needs their inhaler then a member of staff will escort them to their cloakroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

### **Equal Opportunities**

Fox's Den Out of School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

### **Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the Out of School Club will have current DBS clearance. These records are held in the School Office. Out of School Club staff will follow existing school policies and procedures for Child Protection and the Code of Conduct. Where ICT equipment is used, they must follow the school's E-Safety Policy and Procedures.

### **Handover**

At the end of breakfast club, children will be escorted onto the yard. Reception pupils will be collected and then escorted to their classroom by a member of staff. At the end of the school day, After school club staff will collect children from their classroom. They will then be in the care of the member of staff responsible for the Club. Parents picking up their child from After School Club should ring the doorbell on the side of the school hall. Their child will be handed over by the member of staff.

### **Security**

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:8 children in the Under 8's will be adhered to.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- The school gates will be locked at 3.40. Parents will use the doorbell on the side of the hall to be admitted to the school playground
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- The Club will adhere to Bradfield Dungworth School policy with regard to the use of photographic images.

### **Complaints and Comments**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our out of school club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact the Headteacher and the school's complaints procedures will be followed.

### **Policies and Procedures**

Fox's Den Out of School Club will follow the school's own Policies and Procedures. These are available from the School Office. School's Leadership Team will review this policy every two years.