

# REDCASTLE FAMILY SCHOOL



## Out of School Club Policy

<b>Formally adopted by the Governing Board of:-</b>	<b>Redcastle Family School</b>
<b>On:-</b>	
<b>Chair of Governors:-</b>	<b>Maureen Eade</b>
<b>Last updated:-</b>	<b>December 2023</b>

## **Admissions Policy**

Here at Redcastle Family School we provide an Out of School Club for working parents/carers.

Places are allocated to children that attend full time education at Redcastle, or our Nursery, after they have completed their first half term.

The Out of School Club is registered to no more than 20 children, from 4-11 year olds, at any time.

We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety is a high priority in our setting, this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow, and cater for, children of all abilities to have access to our planned play activities.

## **Redcastle Family School Out of School Club Aims**

### **Our aims are:**

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

### **To achieve our aims:**

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

## Out of School Club Objectives

Redcastle Family School Out of School Club meet in the main school hall within the school setting.

**Opening Hours: After School Monday – Friday 3.30pm – 5.30pm**

### How our club works

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote physical development.

## Security Policy

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 2:20; SLT member assigned for supervision in emergency.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required, with prior appointments being made where possible.
- **No child/ren will be allowed to leave the club alone.** Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child, that child will remain at the club and parents/carers will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will exit the club through the main office area and will move to the hall through secure school corridors at the end of the school day. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

## Complaints and Comments Policy

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.
- The school complaints policy is available on the website and this will provide any further guidance.

## **Parental Involvement Policy**

### **Overview**

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour.

The children are encouraged to respect themselves, each other, adults and property.

Understandable rules are applied to be fair and consistent.

The Out of School Club follows the schools behaviour policy to ensure these expectations can be met. Full details of this can be found on our school website:

[https://www.redcastleschool.org.uk/serve\\_file/7131226](https://www.redcastleschool.org.uk/serve_file/7131226)

### **Our agreed rules are clearly explained to the children; the basis is as follows:**

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and may even damage toys or property.
- Redcastle Family School Out of School Club recognises all areas of behaviour and can distinguish behaviour which requires discipline and behaviour which does not.
- Discipline is all about positive reinforcement of acceptable behaviour and providing positive role models.

## **Behaviour Policy**

### **Procedures for dealing with unwanted behaviour:**

- Redirection—staff will direct child to another activity.
- A firm “NO” and a clear explanation of why behaviour is unacceptable.
- Staff will speak calmly, clearly, positively and maintain control using STEPS scripts.
- Staff will give a firm warning and a reasonable consequence if behaviour does not stop, the school traffic light system will be used for this.
- Staff will remove a child from the activity or toy if necessary.
- Give child a fresh start after incident.
- Reinforce good behaviour.

For serious incidents of behaviour, the club will use the school behavior policy to establish actions and consequences as required. This will be recorded on their school behaviour system and managed during school hours as required.

## **Dealing with a withdrawn child**

Our aim is to provide a happy, caring, stimulating and challenging environment. We endeavour to ensure all children feel secure within our setting and are treated as individuals and given fair opportunities to learn and progress, taking into account whether their language and understanding is matched to their developmental stage.

Children can often show signs of withdrawn behaviour and require a little assistance and encouragement to progress.

## **Dealing with and establishing good behaviour**

### **Our procedure for dealing with withdrawn behaviour is as follows:**

- Praise and reward.
- Encouragement.
- Provide one to one care. The staff initially assist the child with tasks then gradually reduce intervention and give the child more independence during the activities.
- Involve the child in small group activities with an adult present then increase group size over a period of time.
- If it is noticed that the child holds back choosing activities, then staff must give the child direction and gradually decrease this as the child shows more independence.
- Staff will discuss with the parents the behaviour we are experiencing in club, to see if there are any signs of this behaviour at home. Full support and advice will be given to parents as appropriate.

-

## **Special Educational Needs Policy**

### **General statement of values and beliefs**

- In Out of School Club we believe that children with additional needs are children first; sharing the same goals and desires as all children.
- We feel that, where possible, all children should share social and learning experiences with their peers in local settings.
- Inclusion is a human right with benefits to all.
- Our aim is that all children will be happy in the Out of School Club environment with activities to suit individual needs and abilities.
- Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.

The School SEND policy will be used to ensure all children are included and their needs are met. The inclusion lead will be responsible for identifying any adjustments, which may be required and ensuring the relevant sections of a child's ILP are catered for within the Out of School Club. For more information on this, please find our SEND policy at the link below:

[https://www.redcastleschool.org.uk/serve\\_file/8756161](https://www.redcastleschool.org.uk/serve_file/8756161)

## **Parent partnership**

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include the individual in every activity we plan.

Where we have a concern about any aspect of your child's development, we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our Out of School Club activities regardless of their needs.

## **Emergency Fire Procedure Policy**

### **Upon hearing the fire alarm all staff and children should follow carefully the instructions below:**

#### **Staff:**

- Escort all the children calmly, quietly and safely outside onto the KS1 playground.
- Line them all up along the playground away from the school building.
- Elected member of staff to check toilets before going onto the playground.
- Whilst on the playground, keep the children quiet and still while the register is taken.
- Await instructions before leaving the playground and returning to the hall.
- Site Manager to inform relevant members of SLT to ensure school protocols are followed.

#### **Hall:**

- The staff will escort the children calmly, quietly and safely outside onto the KS1 playground.
- The register will be taken, and the staff and children will remain on the playground where they will await further instructions.

#### **Field:**

- The staff will escort the children calmly, quietly and safely onto the KS2 playground via the outside of the school building.

Out of School Club will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

## **Food and Hygiene Policy**

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned in the afternoon after the session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will always adhere to personal hygiene recommendations.

## **Nutritional Food Policy**

### **What we want to achieve:**

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area, which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating.
- All meals will be served in line with the School Healthy Eating policy that the lunchtime kitchen adheres to.

Treats for parties and celebrations will be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

## **Sickness Policy**

It is the parent/carers responsibility to ensure that their child is not ill when brought to the Out of School Club.

Children suspected of suffering from infectious conditions will be excluded from the Out of School Club for 48 hours, or until medical treatment has been sought and the child is well.

Parent/carers should inform the Out of School Club as soon as possible of their child's absence. Further guidance on when a child should refrain from attending will be managed by the School Office.

In the case of a child becoming ill at the Out of School Club, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

## **Lost Children Policy**

### **On Site procedure**

- In the event of a child going missing or being lost on club/school premises, the Named SLT member should be informed immediately.
- The Out of School Club staff should also be informed immediately.
- If a child is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the child is.
- A thorough search should be made of the premises both internally and externally.
- The SLT will inform the Head teacher. The local police should be contacted if necessary.

## **Toileting Policy**

Children in the Out of School Club are accompanied to the toilet before a session begins. They are encouraged to wash their hands after they have been to the toilet for hygiene reasons.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child (Buddy system).

The use of wet wipes is available for all children to use before and after snack and if we feel, for hygiene reasons, their hands need to be clean.

Hand sanitiser is available at all times.



## **Fees Policy**

All bookings will be made via SchoolMoney. Each week will be available to book during the week before; payments will be available on School Money as from Monday at 9:00 am and will close on Friday at 3:00 pm.

Payments are £5.50 for the session including a meal; a session without a meal is £4.00

If you require a space within the current week, you will need to ring the office to check availability and they will advise whether the session can be booked or not. Once the 20 places are full, we will not be able to add any extra during that week.

All absences will be charged at full price, including illness.

Late collection of your child/children (after 5.30 pm Monday-Friday) will incur a £30.00 charge. A £25.00 late payment fee will be applied if payment is not made in full within one week of the payment being made available on SchoolMoney.

By booking a session you agree to the terms of the contract with RFS Out of School Club and must be adhered to. Any changes to this contract must be agreed between parent/carer and Club Manager and put in writing, signed and dated by both parties.

Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently from the Club.

Parents can request a receipt for any payment made.

In case of emergency; the School Mobile will be available for you to contact the Out of School Club Staff after 4pm. If a late pickup request is made, this will be reviewed by the SLT on a case by case basis the next school day. **The School Mobile number is – 07931 426822.**

## **Priority Policy**

### **In the event of places being available, they will be allocated as shown:**

1. Siblings.
2. Children who need to attend 5 afternoons.
3. Less than 5 afternoons that attend regular set days.
4. As and when sessions if places are available.

## **Professional practice within the workplace**

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use of or exploit the provision, their connection with the provision or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children.
- Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a conflict of interest should consult their line manager and complete a declaration of business interests form.
- Staff should always approve any planned social contact with children of families with their line manager.
- Staff should always report and record any situation which may place a child at risk to the DSL on site.
- Staff should also report any information which may compromise the setting or their own professional standing.
- Employees should, at all times, follow Redcastle Family School, Safeguarding Policy, Code of Conduct and Behaviour policy.
- Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace. i.e. redeployment of staff if related to a child in their care.

