



WILDRIDINGS PRIMARY SCHOOL Club 330 Policy

		Signature	Date
Headteacher	Mr Simon Cope		

Approved by Headteacher	January 2019
Next Review	Feb 2022

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**THIS POLICY IS INTENDED FOR USE AS A GUIDELINE ONLY. FOR
POLICIES, PLEASE REFER TO THOSE HELD BY WILDRIDINGS
PRIMARY SCHOOL**

Club 330 endeavours to provide quality childcare for all children and young people, from Reception to Year 6. We provide a wide range of activities in a safe and happy environment and follow the same 5 golden values as the school:-

- I will always be the **Best** I can be
- I will always show **Respect**
- I will keep myself and others **Safe**
- I will be **Honest** and **Responsible**
- I will be a good **Listener**

1. STAFFING

Club 330 is committed to placing the best interests of children and young people's welfare, care and development at the centre of all staffing matters.

The Club is managed on a day to day basis by the Manager or appointed staff member who report directly to the Headteacher.

There must be at least two members of staff present during Club opening hours, all staff must hold an up to date DBS check and hold a valid safeguarding certificate. The Manager must hold a valid Targeted Safeguard certificate. A Paediatric First Aid qualification must be held by at least one member of staff. Ratios of adults to children and young people in the setting will comply with current legislation or have a valid risk assessment.

2. EMPLOYMENT OF STAFF

All Club Staff are employed by Wildridings Primary School and are subject to the terms, conditions and disciplinary rules set out by Bracknell Forest Borough Council.

All staff must be aware that confidentiality is very important and the breaking of confidentiality rules could lead to disciplinary action.

3. STAFF DEVELOPMENT AND TRAINING

Staff training is considered important, therefore the aim is that training must be ongoing and updated as necessary.

4. PARENTS, CARERS, STUDENTS AND VOLUNTEERS

These persons are to complement, not replace staff. As with all staff, DBS checks will be carried out, where appropriate. Students and volunteers will never be left in sole charge of the Club or of any child within it.

5. SETTLING IN

All families wishing to use Club 330 may visit during normal running hours to familiarise themselves with how the Club runs. This will also enable staff to find out more about the child and to explain what is expected of them in terms of behaviour and safety. Staff/parents/carers/young people/children can discuss any concerns where appropriate.

6. ARRIVALS AND DEPARTURES

All children and young people attending must have been pre-booked. Every effort will be made to take late bookings, but parents/carers are responsible for ensuring that there are spaces available.

There is a password system in place and we will not release any child or young person unless the person collecting them is able to supply us with the correct password for that family. Children and young people must be collected by a responsible person and will not be released to anyone who is not known to staff without prior arrangement with the parents/carers or unless they have the relevant password.

We will not allow a child in our care to leave the Club with a child who is under 14 years of age.

Once the parent/carer/nominated person has signed out the child(ren)/young people, they become the responsibility of that person, even if they are still within the school grounds. Staff have the right to refuse to allow any child or young person to leave the site with anyone who is deemed unfit to take parental responsibility due to alcohol or substance misuse.

Late collection of child(ren)/young adult is considered to be any time after the booked session ends. It will result in a charge of £5.00 per five minute block. i.e. £5 for up to 5 minutes, £10 for up to 10 minutes and so on. Persistent problems may result in parents/carers being unable to use the Club.

We are obliged by law to notify the Duty Social Worker if any child has not been collected 30 minutes after the Club has closed and we are unable to make contact with either the parent/carer, or the alternative emergency contact we have been given. Staff will remain with any child(ren) whose parent/carer is late. Further information concerning the non-collection of a child is noted in the section headed "Missing Persons".

Any problems with attendance and/or collection times will be dealt with in the first instance informally, by approaching the parent/carer. In the second instance the Club Manager will contact parents/carers to discuss on going issues. However, persistent problems can be brought to the attention of the Headteacher/Deputy Headteacher, who can make a decision regarding the parents'/carers future use of the Club.

7. PHYSICAL ENVIRONMENT

Club premises will be kept safe and children will be supervised at all times.

Children/young people will have adequate space to play and interact freely. Staff will ensure that the environment is friendly, clean and cheerful.

8. HEALTH & SAFETY/RISK ASSESSMENT

Please refer to Wildridings Primary School policy.

9. SITE SAFETY

All visitors to the Club will be asked for identification and a record of these people will be kept.

If an unidentified person is seen on site the children and young people will be counted immediately and kept in a safe area whilst a member of staff deals with the incident.

Staff will not compromise their safety and will call for assistance, should it be necessary.

BROADMOOR EMERGENCY

In the event of a Broadmoor Hospital alert or similar emergency, child(ren)/young people and staff will be registered in the main school building. No outdoor play will be permitted. The Club will endeavour to operate as normal indoors.

The Club will also follow guidance provided by local police and the local authority. Should it be requested that the Club is closed, then parents/carers will be notified and asked to collect child(ren)/young people immediately. If this cannot be done, staff will continue to be responsible for those child(ren)/young people remaining for a reasonable time, then arrangements will be made with Children's Social Care/the police to ensure their safety until they can be collected.

10. FIRE SAFETY

In the case of fire, an alarm will sound. Staff will evacuate child(ren)/young people through the nearest fire exit. Staff will check all areas in use by the child(ren)/young people, including toilets.

Child(ren)/young people will be lined up at the assembly point (on the field, alongside the fence outside nursery), heads will be counted and the register will be taken.

When the building is safe, the children and young people will be walked back into the building in an orderly fashion.

Fire Drills will include:

- On sounding the alarm all staff, children, young people and visitors must leave the building immediately, closing doors behind them if possible.
- Everyone should walk quickly but **NOT RUN**.
- **DO NOT** stop or return for any belongings
- The Club register will be taken by the Manager/staff member.
- If necessary, the Fire Brigade will attend
- Re-entry to the building will only take place with the permission of, in the case of a fire drill, the person in charge of the Club when the drill takes place or, in the case of a real emergency, the fire brigade.

11. HEALTH, ILLNESS AND EMERGENCY

At least one member of staff will hold an up to date paediatric first aid qualification.

ACCIDENTS

Good care of child(ren)/young people will be taken, but in the event of an accident requiring hospital treatment, every effort will be made to contact the parent/carer. If the child(ren)/young person cannot be accompanied to hospital by their parent/carer, then a member of staff will undertake this role and stay with those involved.

Staff will treat small cuts and bruises. Incidents will be entered into the accident book.

SICKNESS

If a child(ren)/young person is unwell, they should not attend Club 330. Parents/carers are responsible for notifying the Club if their child(ren)/young person will not be attending. If it is considered by the Club's Manager/nominated staff member that a child(ren)/young person has been/is too unwell to attend the Club, their decision is final.

If a child(ren)/young person has suffered from diarrhoea and/or sickness, parents/carers **must not** bring them to the Club for at least 48 hours from the last attack.

MEDICINE

If prescribed medication is needed, then a signed form must be filled in by the parents/carers prior to any administration of medicine. A record will be kept of time, dosage etc, signed by the staff member who has administered it. The Club has the right to refuse to administer any medicines.

Club 330 reserves the right to withdraw this service without notice.

HYGIENE

Staff will demonstrate and promote a high standard of personal hygiene at all times and promote these issues in a positive manner with child(ren)/young people.

INFECTIOUS AND COMMUNICABLE DISEASES

It is the responsibility of parents/carers/staff to report any diseases or suspicions of diseases immediately. All such instances will be reported to the appropriate authority, where relevant.

12. SMOKING, ALCOHOL AND DRUGS

Club 330 operates a NO SMOKING policy which means that all staff and visitors must not smoke anywhere within the site.

Alcohol and Drugs are not permitted on site at any time.

If staff suspects that anyone on the site may be under the influence of **ANY** substance, they will ask that person to leave the site immediately and note this on an incident form.

13. FOOD AND DRINK

There is a no nut policy in place and this must be upheld by anybody bringing food on site. Any items found to contain nuts will be retained if possible and handed back to parent/carers at collection. However, if these items have been opened, then staff reserve the right to dispose of them.

Fresh drinking water will be available at all times. Parents/carers are expected to provide

child(ren)/young people with a **healthy** snack and a water bottle that can be refilled for their time at the Club. Club 330 do not permit fizzy drinks of any kind and staff will make the decision as to whether drinks brought in by child/ren are suitable for consumption.

14. EQUALITY OF OPPORTUNITY

In conjunction with the school policy, all child(ren)/young people will have access to good quality and safe play opportunities, with supervision.

Staff value and respect the different religions, cultures, languages and abilities in our society, so valuing and respecting each child as an individual without stereotyping.

All children and young people should feel respected and valued and able to play free from racial and other types of harassment or abuse from other children and young people or adults. Where a child(ren)/young people express views or acts to the detriment of others, these views and actions will be challenged in the appropriate manner according to the child's age and level of development. If necessary, the Club Manager will refer such issues to the Headteacher.

Overall responsibility for this policy lies with the Headteacher of Wildridings Primary School.

15. SPECIAL NEEDS/INCLUSION

Within the bounds of our staff training and facilities, we will always strive to accept special needs children and young people, provided the environment meets their specific needs. Parents/carers will always be consulted regarding the child's access to the Club, however the safety of the Club as a whole must be maintained within any decisions made. We will work in partnership with parents and other agencies in meeting individual children's needs.

16. BEHAVIOUR

Please refer to Wildridings Primary School Policy.

17. MISSING PERSONS

If, after the register has been called (and after subsequent questioning), the whereabouts of a child cannot be satisfactorily determined, a controlled search of the Club premises and school site should be carried out. Any search will be co-ordinated by the Club's Manager. Parents/carers will be contacted once staff have carried out a full assessment. The Manager will make judgement on when outside intervention is needed.

18. NON COLLECTION OF A CHILD

Child(ren)/young people must be collected **promptly** by the end of a session.

If a parent/carer fails to collect a child at the end of the session, staff will attempt to contact the parent/carer, followed by the emergency telephone number(s) that parents/carers have supplied. The Club will deal only with the persons that have parental responsibility and/or been nominated as emergency contacts on the child's registration form.

If, after 30 minutes, contact cannot be made with any nominated persons, then staff will contact the Duty Social Worker at Bracknell Forest Borough Council. Staff will remain with the child(ren)/young

person until a suitable adult assumes responsibility for the child. The person assuming responsibility for the child must sign the Club signing out book along with the time of collection.

19. COMPLIMENTS AND COMPLAINTS

All users of Club 330 have the right to address any complaints to the Club Manager. The Manger makes all decisions concerning the day to day running of the Club and these decisions are final.

However, a right of appeal to the Headteacher/Deputy Headteacher is available and must be undertaken in writing within 14 days. The Headteacher will respond to any written complaints within 10 working days.

20. CHILD PROTECTION/SAFEGUARING

Please refer to Wildridings Primary School Policy.

21. DOCUMENTATION AND INFORMATION

The information kept within the Club is stored and access is restricted.

Staff work within strict confidentiality rules and information will not be shared unless we have permission or the child/ren's welfare may be compromised.

Parents/carers are obliged to complete all documentation requested by the Club and must submit a request in writing if they do not wish to disclose information. **The Club reserves the right to refuse admission to the Club if the information needed to ensure the safety of the child(ren)/young people is not provided.**

Parents/carers are obliged to inform the Club of any changes to their circumstances.

22. ADMISSIONS POLICY AND REGISTRATION REQUIREMENTS

The Club is open to all child(ren)/young people attending Wildridings Primary School from Reception to Year 6.

An enrolment form must be filled in by parents/carers for all child(ren)/young people before they attend for the first time. This enrolment form will ask parents/carers to supply information which includes an emergency contact telephone number(s), full postal address, details of any allergies/dietary needs the child has i.e. nut allergy, any special needs the child has and any details regarding access i.e. court orders.

It is the responsibility of the parent/carers to inform Club 330 of any changes to this information.

All enquiries regarding admission should be referred to the office/reception at Wildridings Primary School.

23. FEES

Wildridings Primary School Bursar will collect fees and identify any problems with fee payment. Childcare vouchers are accepted.

Club 330
01344 425483 (Term-time 8.55am – 3.20pm)
07512 449436 (Term-time 3.20pm – 6pm)

Fees are to be paid in full, monthly, in advance.

Payments should be made on-line, in cash or cheque made payable to WILDRIDINGS PRIMARY SCHOOL.

Parents/carers will be charged for any session that has been booked at Club 330 but not attended by the child/children.

If fees are not paid in advance, then the child(ren)/young person(s) place will not be guaranteed.

CHANGES TO SESSIONS

If parent's/carer's need to cancel their child(ren's)/young person's Club330 session(s,) two school weeks working notice is required, preferably in writing.

Club 330 understand that there may be times when a child(ren)/young person is absent due to unforeseen circumstances, such as illness or another commitment. However due to the staff being in place for the expected number of children that day, parents/carers will still be required to pay for the Club 330 session irrespective of whether the child attends.

On the occasion that Club 330 are not open or forced to close due to unforeseen circumstances, parents/carers will not be charged for the session(s.)