



Inspire



Reaching our potential



Educate

Love



together in Christ.

Policies reviewed and amended annually

ST. MARY MAGDALEN'S OUT OF SCHOOL CLUB



INFORMATION BOOKLET

Supervisors

After School Club

Mrs S McCarthy (manager)
Ms Bradshaw

Before School Club

Mrs A Ormerod
Mrs L Clegg

Contact numbers:

ASC mobile : 07946426572

BSC school office: 01254 232329

INFORMATION

The Out of School Club is open to all children attending St. Mary Magdalen's but there are a limited number of places available. In terms of priority, places will be offered to parents on a first come first serve basis with the following criteria.

- **Siblings of children already attending**
- **Other children will be accepted in date order of application**

Aims and Objectives

- To provide a centre for children in primary education
- To create a happy club, which provides a variety of activities including:
 - o Art and Craft
 - o Sports
 - o Games
 - o Quizzes

It also help to encourage

- Self esteem
- Self confidence
- Self awareness

We aim at encouraging children to participate fully in the club and to take responsibility for the equipment, and to come and share with one another



Sessions

Morning	8.00 a.m. - 8.55 a.m.	cost £1 per session
Afternoon	3.15 p.m. - 4.30 p.m.	cost £3 per session
	3.15 p.m. - 5.45 p.m.	cost £7 per session

Snacks will be provided for the sessions as per the following examples

- **Morning Session** A selection of Cereals/Toast and Juices
- **Afternoon Session—Sample snacks**



Juice or water
Fruit and vegetables
Wraps, sandwiches,
bagels, crumpets,
cheese & crackers

Safety Policy

At St. Mary Magdalen's Church of England Primary School the safety of the children is very important, so the Out of School Club will ensure that the children are supervised at all times by an adult.

- Accident book is available at each session if needed
- Safety checks are done before each session
- All staff are aware of the arrivals and departures operation and someone will be at the door at this time. Parents sign in/out as appropriate to each session (with time of arrival/departure)
- Fire doors are never obstructed
- Fire drills are held every term
- No smoking on premises
- Fire extinguishers are checked annually
- Register taken when children arrive, so a record is present in case of any emergency
- First aid box stocked at all times
- If children play outside there will be a rota so there are sufficient staff both inside and out
- All play equipment is erected with care and checked regularly
- All dangerous equipment e.g. knives/cleaning fluids and medicines are stored out of reach of children
- Dangerous behaviour by children will be discouraged at all times
- Firm supervision of children is recommended at all times to prevent accidents.
- Cleanliness must be maintained





Fire, evacuation and lock down drills

St. Mary Magdalen's Out of School club complies with recommendations made in relation to fire precautions made by the Fire Officer

The school, is responsible for organising the drill exercises with the children, which will take place termly. A record is also kept for the dates of each fire drill in school.

In the event of a real fire, evacuation or lockdown situation, school procedures will be adhered to,

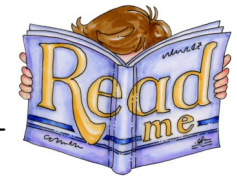


- The Registration form and contract will need to be completed for each child attending.
- Fees are to be paid preferably in advance or as soon as possible after attending the club
- Parents must adhere to the opening times and must not drop off children before 8 am and collect children before the finishing time stated.
- **Note** - constant lateness in collecting children may result in the the school reviewing the offer of a place
- Children must be signed in on arrival in the mornings and signed out on departure as appropriate.
- If alternative arrangements are to be made for collections i.e. another person other than the parents are to collect the child, a member of staff must be notified clearly stating who will be performing the task. Children under 16 years will not be allowed to collect children unless by prior arrangement and with parental consent and a password.

Basic Ground rules for the Club

These are in place to help with the smooth running of each session so accidents are prevented.

Children are encouraged to:



- Walk sensibly around the club
- Talk using indoor and outdoor voices appropriately.
- Children must respect the games and equipment
- Share equipment - take turns
- Tidy up after themselves at the end of the sessions
- Treat each other with respect, be kind and considerate and also friendly
- Apologise when necessary
- Remain seated during snack time
- Wash hands after using toilets and before snacks
- Stop and listen when asked to
- Follow the school's Rules at all times

Unacceptable behaviour will result in the School reviewing the offer of a place

POLICIES

Staffing and Employment Policy

The regular staff at the club are:

After School Club

Mrs S McCarthy (manager)

Ms Bradshaw

Before School Club

Mrs A Ormerod

Mrs L Clegg



All clubs have staff available that are First Aid qualified

In St. Mary Magdalen's Out of School Club:

- We have at least two members of staff at all times
- Staff hold a variety of certificates in child care/teaching/first aid/safeguarding children etc.
- In-Service training is available to all staff.
- We work towards an equal opportunities employment policy offering jobs to both men and women with and without disabilities from all religions and cultural backgrounds.
- We are committed to recruiting and employing staff in accordance with all relevant legislation
- All new applicants will be interviewed and asked to provide references which will be followed up.
- All applicants will work on a probation period until the staff are confident they can be safely entrusted with children.

Health, Hygiene and Illness

All the snacks for the children will be nutritious, wholesome food, so children can understand about a healthy diet. We will have treats on special occasions such as hot dogs and biscuits.

Children in the Out of School Club will also be able to play outside in the fresh air, weather permitting.

Personal Hygiene

- Hands washed after using toilet and before snack time
- Tissues provided so children are encouraged to blow and wipe their noses
- Soiled tissues must be put in bins
- Children are asked to put their hand over their mouth when coughing

Complaints Procedure

At St. Mary Magdalen's Out of School Club we aim to provide a high quality and efficient service to parents and children. However there may be occasions when parents and children feel they have a complaint to make about the club or staff or other children. We aim to resolve matters as soon as they occur, if this is not possible then the schools formal complaints procedure should be followed.

Equal Opportunities Policy

St. Mary Magdalen's Out of School Club are responsible for ensuring that not only do we have an equal opportunities policy, but that we make sure that the policy is part of the day to day life of the club and that we aim to provide excellent care for all children.

- All children are equal regardless of gender, ethnic origin or ability
- All children will be treated with respect
- No child will be discriminated against because of race, culture, call, religion, gender, ability or disability
- Staff will recognise a child's own needs and wherever possible meet those needs
- Children will be encouraged to respect others value themselves
- Any comments or acts expressing discrimination will be dealt with sensitively but firmly
- Every child has the right to be included in all the activities

The Equal Opportunities Policy will be reviewed annually within school.





Safeguarding Children Policy

St. Mary Magdalen's Out of School Club complies with the Children's Act and is registered with OFSTED and Lancashire Children's Integrated Services.

Care connect: The Globe Accrington BB5 0RE
Customer care: 0300 123 6720
Out of hours: 0300 123 6722

The Out of School Club has a special role to play in the protection of children who spend considerable time in this relaxed, yet safe, environment.

All staff follow the school safeguarding policies which can be viewed via the school website.

[Www.st-marymagdalens.lancs.sch.uk](http://www.st-marymagdalens.lancs.sch.uk)

The Safeguarding Children Policy is reviewed at least annually within school.

Mobile Phones

Children are not allowed to use or access their mobile phones whilst in the Out of School Club. They must be handed to an adult and collected on their way out. Parents are asked not to use their mobile phones in the Out of School Club.



Cleaning

- All surfaces must be wiped over daily with anti-bacterial cleaner
- Toilets and sinks cleaned by school cleaner
- Bins are available for soiled tissues
- Hands washed before handling food
- Never cough or sneeze over food
- Wash fruit and vegetables thorough before eating
- All utensils washed and kept clean

Illness

- A first aid box is kept and checked by the Supervisor regularly
- Accidents will be recorded in the Accident Book
- Cuts or open sores will be covered with plasters or other dressings
- Ensure that the first aid equipment is kept clean and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- Parents are asked not to send any child who has been vomiting or had diarrhoea until at least 24 hours after this has ceased
- In the event of an accident, which requires hospital attention, the emergency services will be contacted immediately.
- Procedure if your child becomes sick in the club - remove from room, comfort, use emergency contact for child to be picked up.
- Medication will be administered only upon signing of consent form

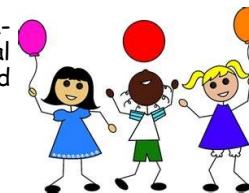


Special Needs

St. Mary Magdalen's Out of School Club aims to cater for all children within the age range 4-11 years.

The staff have a variety of experience and qualifications in supporting/teaching children with Special Needs. Children with special needs will be welcomed and catered for .

- Where required there can be consultation prior to admission, between parents, supervisor and school SENCO



Drop off and collection

Children need to be dropped off and picked up from the door at the side entrance to the school on York Street.

Parents or guardians must sign children in in the morning sessions making a note of the time and sign them out in the afternoon sessions, again noting down the time.

Access to the clubs is through this door only so please do not use the school's main entrance as there is no signing in sheet there.

When collecting pupils, use the entrance on York Street and a member of staff will let you into the building, if the person coming to collect the child is not the usual carer then staff will ask them for a pre agreed password that the parent will have to have given them.

If this isn't known then the staff have to contact parents for their consent. NB If we cannot contact a parent and the person collecting does not know the password, we will not handover the child until we have parental consent.

Uncollected Child Policy

Unless notified that parent will be late collecting child then at 6.00 p.m. emergency contact numbers will be rung.

If no answer, Care Connect will be contacted.
Telephone number: 0300 123 6720



Missing Child Policy

The main doors of the building are always locked after all children and staff have entered the building.

The adult checking the register as the children come into the building will supervise the entrance on York Street. DO NOT leave children unattended on the street before 8am, they must be signed into the breakfast club as a handover of care.

In the evening, on collection a member of staff will ensure the register is signed by the collecting person and the staff will open and lock the door, on York Street, please DO NOT let yourself out of the building as this could put other children's safety in danger.

In the event of a missing child the staff will immediately check the building and if the child is not found, a member of staff will check the area surrounding the building.

If the child is not found, the parents/carers will be contacted and the police informed.

- Information given by parents/carers to the Out of School Club co-ordinator or leaders will not be passed on to other adults without permission
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Confidentiality Policy

St. Mary Magdalen's Out of School Club work with children and families and this will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Out of School Club can do so with confidence; we will respect confidentiality in the following ways.

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Please see also our policy on child protection.

Behaviour Management Policy incorporating Anti-Bullying



- All children have the right to be safe
- The right to fair treatment
- The right to be heard
- The right to be treated with respect
- The right to learn without disruption

For the benefit of the above, certain standards of behaviour need to be maintained. Positive behaviour will ensure that a safe and happy environment is provided for all the children.

- All children will receive encouragement to mix and play together
- To show consideration for the feeling and needs of others

If a child behaves inappropriately the staff will consider the following actions and act appropriately.

- The child will be told why his/her behaviour is not acceptable, and will be removed from the situation.
- The child may be excluded from certain activities for a short time and supervised closely.
- Parents will be informed if it has been necessary to discipline their child during a session.
- All incidents of unacceptable behaviour will be treated individually
- The school behaviour policy will be adhered to.
- Serious incidents will be recorded in the Incident book.

The staff are advised that it is only permissible in an emergency to use reasonable force of restraint to prevent injury to the child or other or serious damage to property. The Out of School Club aim to promote good behaviour and the staff will make every effort to be consistent when dealing with inappropriate and unacceptable behaviour.