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LENNIES OUT OF HOURS CLUBS POLICY

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Ofsted registration Number 123179

Breakfast and After School Clubs

We are committed to providing high quality childcare and quality play activities in a relaxed environment. Years N2 to 6 Breakfast and After School Clubs operate from a dedicated classroom in the UKS2 area. The clubs are supervised by appropriately qualified staff who are DBS (Disqualification and Barring Service) checked. The club's provision is monitored by the Governing Body. Checks are regularly carried out to check on the quality of the provision.

Times

- Breakfast Club, 7:30 - 8:40am (breakfast provided)
  8:10- 8:40am (no breakfast provided)
  After School Club, 3:10-4:30pm (snack provided)
  3:10 – 5:50pm (meal provided)

All out of school clubs adhere to school policies and procedures; those contained in this booklet are in addition or highlight those needed to enable the children and staff to feel happy and to be safe whilst at the clubs. There will always be at least two adults on the premises and a variety of activities on offer, indoors and outdoors, weather permitting. Copies of the school's policies are available from Reception or on the website www.st-leonards.oxon.sch.uk

Admissions Policy

Any child, on this school's roll, from curriculum years N2 and above are welcome to apply to join Lennies out of school club. Parents must complete an application form prior to children attending any of the club's sessions. This must have clear contact details as well as relevant medical information
The number of places available is restricted for the children's safety, and therefore children must be booked in. **Ad hoc places must be booked at the latest 24 hours before the start of the club session required. Payment must be made at time of booking.**

Procedures for children arriving at Clubs

Breakfast Clubs

Parents will bring their children to the Lennies entrance. Children are encouraged to remove coats and themselves and hang them up. Children must be signed in by the parent / carer bringing them to the club or recorded onto the register by one of the staff. **Parents are responsible for their children until they are signed in and should not, under any circumstances, be allowed to walk from the car park on their own.**

After School Club
Children in Years Nursery, Reception, 1,3 and 4 will be collected from their classrooms by a member of club staff. Children in Years 5 to 6 are encouraged to be independent and will queue up outside the Lennies room. The register will be taken as soon as possible but by 3.30pm at the latest. **No children are to attend After School Club without being recorded on the register.**
If a child attends a school-run club after school, then a member of staff will collect them from main school reception area at 4.00pm.

Procedures for children leaving Clubs

Breakfast Clubs
Breakfast Club staff will be responsible for taking all pupils to their classes.

After School Club
Parents/Carers will need to use the entrance of the Lennies room to collect children (not the school reception). The adult collecting must be a person named on the school enrolment form and will sign the register with the time collected. Please ensure you contact the Club if you think you are going to be late collecting your children. **Late Collection will result in a late collection of £15 for the first half hour then £15 per additional 15 minutes. If no one can be contacted after 6.10pm Oxfordshire Social Services Emergency Duty team will be contacted.**

Code of Conduct
At all clubs we are committed to providing high-quality childcare in a relaxed environment. To maintain this, we do expect all children to behave well and therefore, consider it necessary to have a clear Code of Conduct, which is displayed on the wall in the Diamond Building, and is to be followed by everyone at the club:

We praise and reward positive behaviour.
We encourage children to respect each other and their achievements.
Unwanted behaviour is challenged and discussed with the child.
Discussion with parents/carers is an important part of addressing a child's unwanted behaviour.
Children and staff are treated with respect and care.

Behaviour and Discipline Policy
At the club we expect everyone to follow the club Code of Conduct which is regularly reviewed with the children. Should an incident of unwanted behaviour occur, the staff member will talk to the child or children and may suggest they think of alternative activities. Following a significant incident, or repeated instances of unwanted behaviour, an incident report will be completed by the staff member.
Parents/ Carers will be informed at the end of a session of any incidents which involve their children and will be asked to sign the incident report.

Complaints Procedure
If you have a concern, please speak in the first instance to leader of the club. We hope the complaint can be resolved at this stage. If you are not satisfied, please arrange to speak to the Head Teacher.

Safety Policy

St Leonard's Out of School Clubs staff reinforce safety rules daily and negotiate ground rules with the children. **It is very important for parents to stress to their children that they must NEVER leave the school premises when attending an Out of School Club.**

If a child leaves the school site, the staff will:
Check with school staff
Telephone the Parent/Carer or listed emergency contact if the child's whereabouts is still unknown.
Request a school member of staff to help look for the child locally.
Contact the police if the child is unaccounted for.

STAFF CANNOT LEAVE THE SITE TO FOLLOW ANY CHILD; THEY NEED TO STAY ON SITE TO PROVIDE CARE FOR THE REMAINING CHILDREN.

Parents must remember to sign their child out of the club at the end of the After-School session.
Parents/Carers must inform the school if children are to be collected by anyone other than the people specified on the Enrolments form. (If the adult collecting is not known, the parent will give a password to be given at collection and may call the parent for authorisation). All children and adults attending the club are listed on the club register. Visitors must sign in.

Child Protection Policy

The school recognises that Club staff can notice changes in children's behaviour or hear them talking about experiences which may give cause for concern. Confidentiality cannot be promised, and the first responsibility of the staff is for the well-being of the child, and staff will act where concerns exist to the School's Designated Safeguarding Lead immediately via CPOMS. The school's Child Protection Policy and procedures will then be followed.

Equal Opportunities Policy

St Leonard's Out of School Clubs are committed to providing an environment where all children are given equal opportunities to develop their maximum potential. The Clubs promote and encourage diversity, positive role models and images, challenging discrimination, and stereotypes in all aspects of play. Staff are sensitive to each child's needs, treating them as individuals. They are never too busy to listen, encourage and help.

Special Needs

At our Out of School Clubs, we recognise that all children are individuals and have their own particular needs. We will work closely with parents and other professional agencies to meet the needs of all children in line with the school's Special Education Needs and Disabilities Policy. If your child has additional needs and to support your child fully, we will ask that before you book your child into Lennies on the first occasion, you make an appointment to see the Lennies Manager with the SENDCo. We currently ask those children with additional needs book directly with our Lennies Manager at least 14 days in advance.

Health and Safety Procedures

Club staff will follow all the usual school procedures regarding Health and Safety, as contained within the school Health and Safety and First Aid policies.

Administration of medicines

We can only administer prescribed medicine, and parents must provide written notification of dosage and regularity of dosage. In the event of a sick child a member of staff will follow school policy: -
Telephoning the emergency contact numbers available in the order given.
Keeping the child away from the other children and allowing them to sit quietly, as far as is reasonably practicable to do so.

Evacuation

See Fire evacuation plan in Lennies class.

Payment of fees.

All payments should be made via Arbor for all clubs. Fees are payable in advance. Parents will be unable to book unless their child's Arbor account has sufficient money for the booking. However, if in exceptional circumstances, a child is allowed to club without payment being received . Payment must be made within 24 hours. Legal collection proceeding will be taken should money remain outstanding after 48 hours. Children will also not be allowed to club when fees remain outstanding.

Childcare vouchers- if parents use childcare vouchers, please contact the Out of School Club Manager or School Offices. Please be aware that vouchers may take up to two weeks to appear on your Arbor account. Parents/Carers need to inform accounts@st-leonards.oxon.sch.uk when payment has been made so they can be applied.

Contacting Clubs

If you have any queries, questions or may be late collecting your child please contact the Lennies Manager by mobile 07824498707 or if not urgent by email mpotter@st-leonards.oxon.sch.uk.