Sandal Castle (VA) Community Primary School

Wrap around Care; Sandal Stars and Sandal Sunrise

Policy

Responsibility for monitoring this policy: Mrs Caroline Butterworth

Review Bi-annually

(or in response to changes in legislation)

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Proposed by the Headteacher……Mrs C. Butterworth

Approved by Governing Body……Mrs Rowena White (Chair of Governors)

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Admissions Policy

Here at Sandal Castle (VA) Community Primary school we provide a Wrap Around Care Club (Sandal Sunrise and Sandal Stars) for working parents.

Places are allocated to children that attend full time education within our Reception to Year 6 provision. The Sandal Sunrise is registered for no more than 70 children and Sandal Stars is registered to no more than 60 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 are a high priority in our setting, and 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, which vary week on week. This may include Arts and Crafts, Homework club, Sports, Cinema days, and general games and mentally stimulating puzzles, life skills activities.

We understand that each child is an individual and some children may need more support than others. If this is the case please communicate this with the Wrap Around Care staff and an individual plan will be put in place to ensure that your child receives the correct care.

Sandal Castle (VA) Community Primary Wrap Around School Club Aims

Our aims are:

- To provide 'Wrap around 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 work alongside the Parent, Schools SLT, teachers and governors to ensure that the provision is in keeping with our school ethos.
- To provide a safe and nurturing space for our pupils to relax and decompress after their school day.
- To provide a safe environment for the children and work closely with our safeguarding team.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will hold regular Team meetings to feed back to our SLT.
- We will keep a good working relationship with the Parents/Guardians of the children attending.
- 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.
- All staff will be regularly refreshed in Safeguarding measures.

Sandal Stars; After School Club Objectives

Sandal Castle (VA) Community Primary Sandal Stars meet in the KS2 school hall within the school setting.

Opening Hours: Sandal Sunrise: 7.30am to 8.30am (Monday to Friday)
Sandal Stars: 3.15pm to 6pm (Monday to Friday)

How our club works

The emphasis is on play and leisure rather than education although the children have the opportunity to learn and develop through our planned activities and the life skills element of our club.

Sandal Sunrise follows a structured routine where children enjoy their Breakfast alongside each other ready to start the day. After breakfast they can choose to stay in the breakfast hall where there are a number of puzzle activities and drawing and writing games to partake in. Alternatively they have use of the Ks1 hall where they can watch some light entertainment or play with a variety of toys. The playground is open to the children weather permitting. This routine in Sandal Sunrise gives the children a good start to their day aiding in focus and preparing them to enter the classroom.

At Sandal stars the children are offered a snack when arriving at the club (please see Nutritional Policy for details of snacks provided)
The children are encouraged to help give out the snacks and support each other to make healthy choices. The children who have helped are awarded with house points as part of our Life skills activities, each child will be given the opportunity to help during club time. After snack time the children can enjoy a wide range of activities planned out for them to help support their education in a more informal setting. The children are involved in choosing these activities to ensure the provision is child centred.

Guardians of children using our provision are encouraged to share their views with staff creating open and transparent care and commitment to the children's 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 1:10 in both Breakfast and After School Clubs.
- Staff will be informed of any additional support needed if a child using the club is at risk. This will be monitored and shared with the Safeguarding team.
- 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 were possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given.
- Staff must be informed of any change to a person collecting a child at the earliest convenience. A direct telephone number for the club can be obtained from the Wrap Around Care staff.
- 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 will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. 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.
- The use of mobile phones/devices is prohibited anywhere in the club.

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 After 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 with the Wrap around care Supervisor should be made, or in their absence the Head teacher.

- Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.

- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.

- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.

- Should parents wish to, Ofsted can be contacted directly on any issue regarding the club by following the attached link https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure.

Parental Involvement Policy

Sandal Castle (VA) Community Primary Wrap around care believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

Sandal Castle (VA) Community Primary Wrap around care encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a child's progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or Supervisor in charge will be happy to discuss these issues with you as they arise.

General comments and feedback are also welcomed and encouraged.

Behaviour Policy at Sandal Stars

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 following our School behaviour policy.

Under no circumstances do we use any form of corporal punishment. Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve parents would be advised by senior staff to consider contacting professionals (i.e. Childs health visitor).

In the case where a child's behaviour has a direct impact on their own or others safety it may be necessary to exclude/suspend that child from the provision. Parents will be informed immediately and any suspension will follow the schools behaviour policy.

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 other; disrupts their play and learning and may even damage toys or property.
- Sandal Castle (VA) Community Primary Sandal Stars, 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

Procedure to award good behaviour

- Good behaviour is awarded as per school behaviour policy using House points.
- The children earn House points by participating in Life skills (helping each other with the club)
- Following the 4 school foundation blocks (Be Respectful, Be Safe, Be Responsible, Be Ready)
- Social rewards (clapping, smiling, giving praise)

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.

- Staff will give a firm warning and a reasonable consequence if behaviour does not stop.
- Staff will remove a child form the activity or toy if necessary.
- Give child a fresh start after incident.
- Reinforce good behaviour.

When dealing with unwanted behaviour staff will not:

- Shout at or criticise the child.
- Label the child.
- Use any form of corporal punishment.
- Humiliate or frighten the child.

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.

Our procedure for dealing with withdrawn behaviour are 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 our Sandal Stars, After School Club we believe that children with disabilities are children first; sharing the same needs 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 After 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.

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 After 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 car park or to the nearest fire exit.
- Line them all up away from the school building.
- Elected member of staff (fire warden) to check toilets before leaving the building.
- Whilst outside keep the children quiet and still while the register is taken.
- Await instructions from SLT/relevant professionals before returning to the building.

Ks2 Hall:

- The staff will escort the children calmly, quietly and safely onto the grassed area at the front of school via the fire exit that is located in the hall.
- The register will be taken, and the staff and children will await further instructions.

Ks1 Hall:

- The staff will escort the children quietly and calmly to the nearest fire exit at the back of the hall and into the Playground at the back of school.
- Staff will line the children up at the far side of the playing field adjacent to the staff car park.
- The register will be taken.

Main Playgrounds/field:

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

The Sandal Stars, After 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 brushed/mopped if any debris is on the floor.

- Any food prepared/served for a child with specific dietary requirements will be made separately and anyway from any risk of contamination.

- 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.

- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.

- Fridges are cleaned weekly.

- All utensils should be kept clean and stored correctly.

- A cleaning routine is in place to ensure the food area, kitchen and utensils are thoroughly cleaned after each session.

- All food and drink is stored and labelled correctly and used within the recommended use by date.

- Staff drinking hot drinks will not be involved with the children. All hot drinks or staff food are kept separate from the Wrap around care area.

- Staff preparing food will always adhere to personal hygiene recommendations.

- Staff/Children serving food will wear gloves at all times to avoid cross contamination.

Nutritional Food Policy

Objectives:
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.
- Give the children options and the opportunity to choose their food.
- Children attending the Sandal Stars provision are encouraged to get involved with their food preparations, encouraging life skills and promoting good food choices.

(Pupils are encouraged to select their own breakfast and snacks from the choices on offer).

PLEASE ENSURE THAT ANY ALLERGIES OR DIERTY REQUIRMENTS ARE COMMUNICATED WITH SCHOOL IN ADVANCE OF BOOKING YOUR CHILDS WRAP AROUND CARE PLACE. WE ASK FOR A MINIMUM OF 1 WEEKS NOTICE.

In Sandal Sunrise we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

The children can eat their breakfast between 7.30am and 8.30am giving plenty of time before they are escorted to their class to start the day. Children who arrive after 8.30am can still access the breakfast bar but we encourage all children to eat before they leave for class.

On a daily basis we aim to provide rice, wheat, oat and corn based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with the option of butter or jam.

A warm food option is served twice weekly, these options are Baked Beans or Spaghetti Hoops on toast or a Sausage sandwich. The days are Thursdays and Fridays but may be subject to change.

In Sandal Stars we aim to provide healthy and balanced snacks and encourage children to make healthy choices.

Children using Sandal Stars are given a light snack between 3.30pm and 4pm. This will consist of a choice of:

Sandwiches (Ham/Cheese/Jam/Bread and butter)
Cream Crackers with butter and the option of Cheese
The choice of 2 or 3 Fresh fruits or Vegetables daily
A choice of Biscuits (given out after the main snack)

(The occasional treat is provided but this is always with a balanced diet in mind, the children are encouraged to eat their healthy options first)

Water and juice will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

Children who have received sweets from class as a celebration of Birthdays etc are asked to eat their food first. We do not encourage sugary sweets at Sandal Stars but understand that these are unavoidable at times.

Sickness Policy

It is the parent/carers responsibility to ensure that their child is not ill when brought to the Sandal Stars, After School Club.

Children suspected of suffering from infectious conditions will be excluded from the After School club until medical treatment has been sought and the child is well.

Parent/carers should inform the Sandal Stars Club as soon as possible of their child's absence.

In the case of a child becoming ill at the After 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.

The NHS recommends that a child is to be kept away from the facility until well, when suffering from certain illnesses.

Please see information on the next page for more details.

Illnesses and Communicable Diseases

Minimum periods of exclusions from Out of School club:

Antibiotics: First 2 days at home

Temperature: If sent home ill, child must be off until the temperature has gone.

Vomiting: If sent home ill, child must be off for 48 hours.

Conjunctivitis: Kept at home for 2 days; thereafter until eyes are no longer weeping

Diarrhoea: 48 hours

Chickenpox: When all spots have dried over

Gastroenteritis, food poisoning, salmonellosis and dysentery: Advise to be given by Physician

Infective hepatitis: 7 days from onset of jaundice

Measles: 7 days from onset of rash

Meningococcal infection: Until recovered from illness

Mumps: Until the swelling has subsided and in no case less than 7 days from onset of illness

Pertussis (whooping cough): 21 days from onset of paroxysmal cough

Poliomyelitis: until declared free from infection by District Community Physician

Rubella (German Measles): 4 days from appearance of rash

Scarlet Fever and streptococcal infection of the throat: Until appropriate medical treatment has been given and in no case for less than 3 days from the start of the treatment

Tuberculosis: Until declared free from infection by the District Community Physician

Typhoid fever: Until declared free from infection by the District Community Physician

Impetigo: Until the skin is healed

Pediculosis (lice) Until appropriate treatment has been given

Plantar warts: No exclusion. Should be treated and covered

Ringworm of scalp: Until cured

Ringworm of body: Seldom necessary to exclude provided treatment is being given

Scabies: Need not be excluded once appropriate treatment has been given

Lost Children Policy

On Site Procedure

- In the event of a child going missing or being lost on club/school premises the Supervisor should be informed immediately.
- The Sandal Stars, After 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 the class Teacher first, parents/carers to locate where the child is.
- A thorough search should be made of the premises both internally and externally.
- The Supervisor will inform the Head teacher. The local police should be contacted if necessary.

Late and Uncollected Children Policy

In the event of any child(ren) being left at the Sandal Stars, After School Club past 6pm a charge of £30 will be added to the parents/carers booking account. If the parent/carer is late to collect their child twice in one term the child will not be given a place at the wrap around provision for the rest of that term.

We understand that circumstances can arise but please ensure that you always have an alternative person to collect your child in the event of an emergency.
Our £30 charge is to cover staffing numbers required to keep your child in school past the school closing time.

The After School club Supervisor will contact a member of SLT (Head Teacher/Deputy Head) if additional support and advise is required.

To help prevent this situation arising, when children are registered for an After School Club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior

consent and suitable means of identification or recognition. It is required that a parent must inform the After School Club staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue.

Children's Services on 0300 555 0050 (During office hours 9am-5pm)

Contact the Emergency Duty Team on 0300 555 8574 (Out of hours)

Toileting Policy

Children in the Sandal Stars, After School Club are encouraged to use the toilet before a session begins. They are asked to wash their hands after they have been to the toilet for hygiene reasons.

If your child requires additional support with toileting this must be communicated with the school and Wrap Around care staff so that the proper care can be provided.

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 if they feel they need the support. (Buddy system).

Children are asked to wash their hands before snack time and after any outdoor play.

Hand sanitiser is available at all times.

Fee's Policy

In the interests of running a sustainable After School club facility for parents/carers, it is important that payments are made **in advance** for services provided. Please ensure your child's place is booked before 2pm the previous day to ensure their place. Once the provision is at capacity no other child can be taken.

A £25.00 late payment fee will be applied if payment is not made in full in advance.

All absences will be charged at full price. Unless cancelled 24 hours before the start of the session.

Late collection of your child/children (after 6.00pm Monday-Friday) will incur a charge of £30, late collection twice in one term will mean a exclusion from the provision for the remainder of that term.

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 will recieve a receipt for any payment made.

Empty Pocket Policy

Sandal Catsle (VA) Primary School Breakfast/After School Club recognises the need to ensure the welfare and safety of all children.

In order to safeguard children in our care there is a requirement for staff, volunteers and visitors on arrival at Out of School Club to place electronic devices, which can capture or store images e.g. Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area in the manager's locking cupboard. Parents / carers must not have mobile phones out whilst collecting their children from club.

In case of an emergency, staff, volunteers and visitors can be contacted on the Breakfast/After School club's mobile 07562 168300.

Conflict of Interest Policy

Definition:

A **conflict of interest** is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in several kinds of situations.

Examples:

- A member of staff is related to a child within the provision.
- The manager of the provision has a close friendship with one of the families.
- A member of staff has a close relationship with the registered body of the provision (i.e. proprietor, Manager or governing body of school).
- A member of staff holds second employment.
- A member of staff has connection with families within their workplace through social networking.
- A member of staff provides babysitting services for a family of the provision.

Principles for effective

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 of 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 their employers 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.

Priority Policy

Places will be allocated as shown:

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