

*Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**BEFORE AND AFTER SCHOOL CLUBS POLICY**

## **Part 1: Introduction**

### **Quality Statement**

We will endeavour to develop, demonstrate and sustain quality in all areas of Winchelsea's Before And After School Clubs. This is a positive and visual way of ensuring that parents and children are offered the top quality childcare they deserve.

Quality at our provision means:

- A warm and supportive environment.
- Happy and involved children.
- A child centred service.
- Partnership with parents.
- Positive play opportunities.
- Accessibility.
- Good management.
- Up to date administration.
- High quality staff.
- Safe premises.
- Nutritious snacks where applicable.

We are committed to delivering a quality service for all, and:

- Strive for continuous improvement in all that we do.
- Promote equality of opportunity through our internal and external conduct.
- Are accountable for our actions.
- Adding value to our users and parents.
- Agree requirements with parents and endeavour to meet or exceed these.
- Update risk assessments annually.

## **Part 2: Aims and Objectives**

- To provide good quality, affordable childcare.
- To work in partnership with parents/carers and the local community.
- To provide a secure and creative environment for children to develop emotionally, physically, intellectually, creatively and socially.
- To provide a varied selection of activities and games including sports and music sessions and multi-cultural activities.
- To ensure our policies and procedures are followed and assessed for their effectiveness.
- To offer training to staff members and placements for childcare students.
- To offer opportunities of employment to the community.
- To work within an Equal Opportunities framework.
- To work within a Quality Framework.

## **Part 3: Arrivals and Departures**

Winchelsea's Before And After School Clubs will ensure that all children receive a warm, friendly welcome upon arrival and staff will ensure that they depart safely at the end of every session.

### **3.1 Arrivals**

- An accurate record/registration form will be kept of all children who attend the specific club. A register will be kept and times of arrival and departure of children to the premises will be recorded supplemented by regular head counts as necessary. The register will be kept on the premises at all times other than trips or outings.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.
- First Contact will operate for the Breakfast Club, if a child due to attend does not arrive before 8.30 am staff will contact home to ensure safe arrival, as is school policy.

### **3.2 Arrival at school - (For before school care)**

- Children will be released to class at 8.50 am for registration with their respective teachers

- Any absences will be reported to the school office after parents have been contacted at 8.30 am.

### **3.3 Departures**

- Parents may collect children at any time during the session.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand.
- Winchelsea's Before And After School Clubs reserve the right to refuse for a child to be released from our care if there is any doubt of the authenticity of the person calling.

### **3.4 Collection from school – (For after school care)**

- Children will not leave the school without supervision.
- Key stage 1 children will be supported to ensure safe arrival to After School Clubs by their class teacher.
- Key stage 2 children will arrive at the After School Club independently.
- Any unexpected absences will be investigated at the school office.

### **3.5 Non Collection of Children**

Winchelsea's After School Clubs will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Two Staff members will remain on the premises at all times.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as Emergency Contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding customer referral unit team will be informed.

## **Part 4: Safeguarding Children (Child Protection) Procedure**

- Winchelsea's Before And After School Clubs are committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Area Safeguarding Children Board.
- All staff will be aware of their responsibility as childcare workers to share any concerns they have about a child with the designated named person. If a staff

member feels that their concern is not being taken seriously they have every right to share their concerns with the Lincolnshire Safeguarding Children Board customer services unit or the Police without affecting their terms of employment. Staff members also have the right to share concerns directly with the Lincolnshire Safeguarding Children Board customer services unit or the police if they feel this is appropriate.

- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.

#### **4.1 Recording Concerns**

Records will be kept as appropriate whenever concerns are raised or worrying changes are observed in a child's behaviour, physical condition or appearance. All suspicions will remain confidential and shared on a need to know basis only and the guidance set by the area Safeguarding Children's Board will be followed.

##### **Where a disclosure is made:**

- Reassurance is given to the child.
- The child will be listened to.
- The child will not be questioned.
- Promises will not be made to the child regarding not sharing the information in the disclosure.

##### **Records will be made to include:**

- The child's name, full address, date of birth.
- Date and time of the disclose/observation.
- Exact record of disclosure.
- Name of person to whom disclosure was made.
- Name of any third party present.
- Records will be kept separately and securely from the child's main records with limited access.
- Completion of CAF form.

The designated person with responsibility for Safeguarding will be informed immediately and procedures followed under the guidance of the Area Safeguarding Children's Board.

##### **Where an allegation is made against a staff member:**

- The guidance of the Area Safeguarding Children's Board will be followed.
- The setting will cooperate fully with any enquiry.
- Detailed records will be taken.
- The setting will suspend the staff member on full pay for the duration of the investigation.
- The setting disciplinary procedure will be followed where necessary.
- Ofsted will be informed.

## 4.2 Supporting families:

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk.
- We will follow the guidelines laid down by the Area Safeguarding Children's Board.
- The setting, through the Safeguarding Children policy, will inform parents of their role and responsibility regarding safeguarding children.
- The setting will continue to welcome children and work with parents throughout any investigation.

All Winchelsea's Before And After School Clubs are run as part of the school, any external agency used has a linked member of teaching staff supervising, all school policies and procedures are applicable:

Accident and Emergency, Admissions, Anti- Bullying, Behaviour Management, Complaints, Confidentiality, Equal Opportunities, EYFS, Fire, Health and Safety, Healthy Eating, IT Internet Use, Manual Handling, Missing Person, No Smoking, Partnership with Parents, Safe Guarding, Special Needs, Staffing and Employment, Visitors.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Chair of Governors