



# DORMANSLAND PRIMARY SCHOOL

## AMIGOS AFTER SCHOOL CARE POLICY

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### Introduction

The Amigos After School Club is run by a team of dedicated support staff from Dormansland Primary School and exists to provide secure out-of-school hours childcare for our community families. Our overall aim is to deliver an After School Club facility which is affordable, sustainable, great value for money and of the highest quality.

The governing body of Dormansland Primary School agreed to the rebranding of our After School Club in March 2014. Any establishment presently needs to register with Ofsted if delivering childcare to children 7 years old and younger for 2 or more hours per day and as such will need to comply with Ofsted – Out of school childcare, National standards for under 8s day-care and childminding. The registered body is the governing body of Dormansland Primary School.

The club operates from 3.15pm - 6.00pm on Mondays to Thursdays, and 3.15pm – 5.00pm on Fridays during term time. The last day of every half-term and term will also end at 5:00pm.

A copy of this policy is provided to all parents of children attending Club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### Our After-School Core Values

Amigos provides a range of stimulating and creative activities in a safe, familiar environment. We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We value highly this opportunity for our pupils in the continued development of their personal, emotional, social and intellectual capabilities.

#### 1. Who is responsible for the day to day running of the club?

Julie Lochhead is the Amigos Manager. Her team comprises of the following part time members of staff:

- Sarah Adams
- Dawn Bennett
- Sarah Edmead
- Carmen Floyd
- Steve Pollock

Occasionally we welcome students from our local secondary schools (often past pupils from Dormansland themselves) to engage actively in our Amigos after school provision, as part of their Duke of Edinburgh work experience module.

## **How are the Amigos staff organised?**

The manager holds a Level 3 qualification appropriate to the post and has at least six years' experience in running an after-school scheme. All staff have their ongoing training needs met as part of the school's commitment to providing timely, statutory and effective CPD.

### **2. Admissions**

- Only children attending Dormansland Primary School are eligible to attend Amigos.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcome to use the club, provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **3. After School Club Collection of Children**

Amigos Club is located in the Key Stage 1 classrooms each day after school. As the end of the school day is different for each 'Bubble', all children in Years R to 5 remain with their class teacher until Amigos starts at 3:15pm, when they are walked to Amigos via the school corridors and no-one arrives through an external door, as part of our safeguarding procedures.

The club staff take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Where children are attending an extra-curricular club prior to their arrival at Amigos, the club register indicates this. The member of staff responsible for running the extra-curricular activity ensures that these children arrive safely at Amigos once the activity has finished.

### **4. Departure**

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the Office Staff if their child is going to be absent from Club by 9:00am on the day of the absence. This is a child safeguarding issue and it is particularly important if your child has been in school during the day, that we know they have been dismissed by the class teacher.

## 5. Prices

As of the 1st September 2020 the rates are:

£5.50 per hour	3:15 – 4:15pm
£6.00 per hour	4:00 - 5:00pm
£11.00 per 1¾ hrs	3:15 – 5:00pm
£12.00 per 2 hrs	4:00 – 6:00pm
£15.50 per 2¾ hrs	3:15 – 6:00pm

All sessions, apart from 3:15 - 4:15pm, include a light tea.

20% sibling discount will be applied for each additional child after the first (not applicable to *ad hoc* bookings).

## 6. What activities do we offer?

Furniture, equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards.

## 7. Which resources do we have?

We ensure that the space is child and parent/carer friendly, well lit, properly ventilated and that there is a mobile telephone on the premises. We also have access to the school's outdoor play space which is maintained to the required standards.

There are adequate toilet facilities available to the members of the club.

Unless children are actively supervised by a member of staff during the preparation of the snack or light supper, children are not permitted access to the kitchen area for hygiene and safety reasons.

The facilities are welcoming and we offer a range of activities to promote child development through play. There is a balance of indoor and outdoor activities, weather permitting. From 5pm every day we have the use of the school hall which is more suited to team sports, games, drama and musical activities. We are also permitted to use the ICT room after arrangement with the ICT Co-ordinator. These facilities are used in line with the current separation of the 'Bubbles'.

## 8. Behaviour

Whilst attending Amigos, children are expected to:

- use socially acceptable behaviour;
- respect one another, accepting differences of race, gender, ability, age and religion;
- choose and participate in a variety of activities;
- ask for help if needed;
- enjoy their time at the Club;
- adhere to the School's Behaviour Policy

The environment and setting are such that exemplary behaviour is expected and any negative behaviour incidents are handled consistently and appropriately.

Staff are trained in dealing with bullying, and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with in accordance with school policy.

Positive behaviour is encouraged by:

- staff acting as positive role models;
- praising appropriate behaviour;
- stickers and other rewards;
- informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of school behaviour management strategies, a child continues to display inappropriate behaviour, the School may decide to exclude the child. This decision will be reached in consultation with the Head Teacher and/or a member of the school's Designated Safeguarding Team, as it will often be on safety grounds that an exclusion is made. The reasons and processes involved will be explained clearly to the child and their parent/carer.

## **9. How are parents and carers involved in Amigos?**

Information is shared in a variety of ways: basic written information about admissions and hours, details of policies and procedures, contact information and activities.

Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information on those children identified as 'children in need'.

## **10. Missing or Uncollected children**

### **10.1 Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club manager will search the inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, the emergency services will be contacted.

### **10.2 Uncollected children**

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance.

If these contacts are unavailable after one hour, the police and Social Services will be informed.

In the event of children being picked up after their contracted hours, we will charge £10 per child up to the first 10 minutes and £10 per 10 minutes thereafter. This will be added to your next invoice.

## **11. Fees**

### **11.1 Expectations**

All club members will receive an invoice for each child prior to the start of each half term. The invoice will detail the dates and times of sessions booked, fees due, whether any sibling discount or free sessions are included and the date payment is due.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. We reserve the right to refuse admission of your child if your fees have not been paid on time and the place will be given to another child on the waiting list. Fees should be paid to the school office in an envelope marked 'Amigos' with your child's name on it, and not given to the After-School Club staff.

Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash, cheque, bank transfer, childcare vouchers.

### **11.2 Notification of an increase to fees**

At least half a term's notice will be given of any fee increase.

### **11.3 Procedures for payment of fees**

Invoices will be issued in accordance with the payment schedule, which will be provided at the start of each school year.

Invoices should be paid by the due date stated. Please ensure you check your invoice as soon as you receive it and notify school as soon as possible should you have any queries.

Payments can be made by cash or cheque, payable to Dormansland Primary School, either to the AMIGOS manager, School Office or to Ms Blyde, the School Business Manager (admin@dormansland.surrey.sch.uk).

Payment can also be made by Childcare vouchers or online directly to our bank account, details of which are obtainable from Ms Blyde.

A receipt will be issued when payment of fees is made by cash.

If payment is not received by the due date this may result in a parent losing their childcare place.

Parents should keep their receipts as proof of payment.

Half a term's notice must be given to reduce the number of sessions your child attends at the Amigos.

Four weeks' notice must be given to resign your child's place.

## **12. How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations.

## **13. How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of the child is the first priority. At least one member of staff must hold a current First Aid certificate: at the time of policy writing, all members of staff are in possession of this qualification.

The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible.

The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality.

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Amigos staff.

Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted immediately.

If a child is sent home during school hours, the Club will be informed of their absence.

Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to a member of the school's Designated Safeguarding Team, in accordance with school safeguarding procedure.

The staff at Amigos already work closely with the children, know them and are therefore in a position to notice changes. Children are secure and safe on the premises and are supervised at all times, the definition of supervision being ***within sight or hearing of a member of staff.***

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

#### **14. Are the children provided with food and drink?**

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff remain with children during meal times and encourage a 'family' type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school's status as a 'Healthy School'.

Parents submit an information form outlining religious requirements and allergies.

Fresh drinking water is available to children at all times.

#### **15. What is our policy on Special Needs and Disabilities?**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. The environment is organised so that these children have equal access to the facilities and activities available. The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality. Where a child has specific needs, the School will consider if these can be met under the current staffing arrangements.

#### **16. What is our policy on equal opportunities?**

Children's attitudes to others are established during their formative years. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

#### **17. Links with other Policies:**

- Child Protection policy
- Equal Opportunities policy
- Health, Safety & Welfare policy
- Behaviour (SEMH) policy
- Children with Medical Needs policy
- SEND policy

#### **18. Policy Monitoring and Review:**

Policy review date: July 2021