

Goldenhill Primary Academy



Breakfast Club and After School Care Club Operational Plan.

“Everyone Shines At Goldenhill”.

Mission statement:

Goldenhill Primary Academy provides a happy, friendly, secure and respectful environment; where everyone achieves their potential and develops a lifelong love for learning.

CONTENTS

OUR SCHOOL AND CARE CLUB	3
STAFFING STRUCTURE	4
ADMISSIONS POLICY	5
PARTNERSHIP WITH PARENTS/CARERS POLICY	6
ARRIVALS AND DEPARTURES POLICY	7
EQUAL OPPORTUNITIES STATEMENT	9
EQUAL OPPORTUNITIES POLICY	10
CONFIDENTIALITY POLICY	13
HEALTH AND SAFETY POLICY	14
SICKNESS POLICY	18
MEDICATION POLICY	20
EMERGENCY FIRST AID PROCEDURE	22
EMERGENCY EVACUATION POLICY	27
FIRE EVACUATION PROCEDURE	31
SAFEGUARDING CHILDREN POLICY	34
MISSING CHILD POLICY	37
SAFE COLLECTION OF CHILDREN POLICY	39
BEHAVIOUR MANAGEMENT POLICY	42
SPECIAL NEEDS AND DDA POLICY	44
HEALTHY SNACK AND DRINK POLICY	45
NO SMOKING POLICY	49
COMPLAINTS PROCEDURE	50

Our School and Care Club

Our school opened in January 1990 after moving sites from the old Victorian building at the top of Heathside Lane. The school is set in its own landscaped grounds with a large sports field to the rear and open views to the front.

The building houses a 30 place Nursery and a Reception class with a secure outside area, 6 classrooms, a library, a computer suite, community room, SEN room, a hall and a school kitchen.

The Breakfast Club and After School Care Club are situated in the hall. The hall has 'zones' within it, which contain various activities for the children who are attending the club.

The Care Club opened in April 2006 after the school obtained a grant from Surestart to help with the initial start up and funding for 3 years until we became sustainable. The morning session is 7.30 am until 9 am and costs £6.50 per child which includes a healthy breakfast and the afternoon session operates from 3.15 pm until 5.45 pm and costs £9.00 per child including a healthy snack. All dietary requirements can be catered for.

The club is registered for a capacity of 24 children.(Aged 8 and under) The club is run by qualified, experienced staff:

Kirsty Evans- Manager

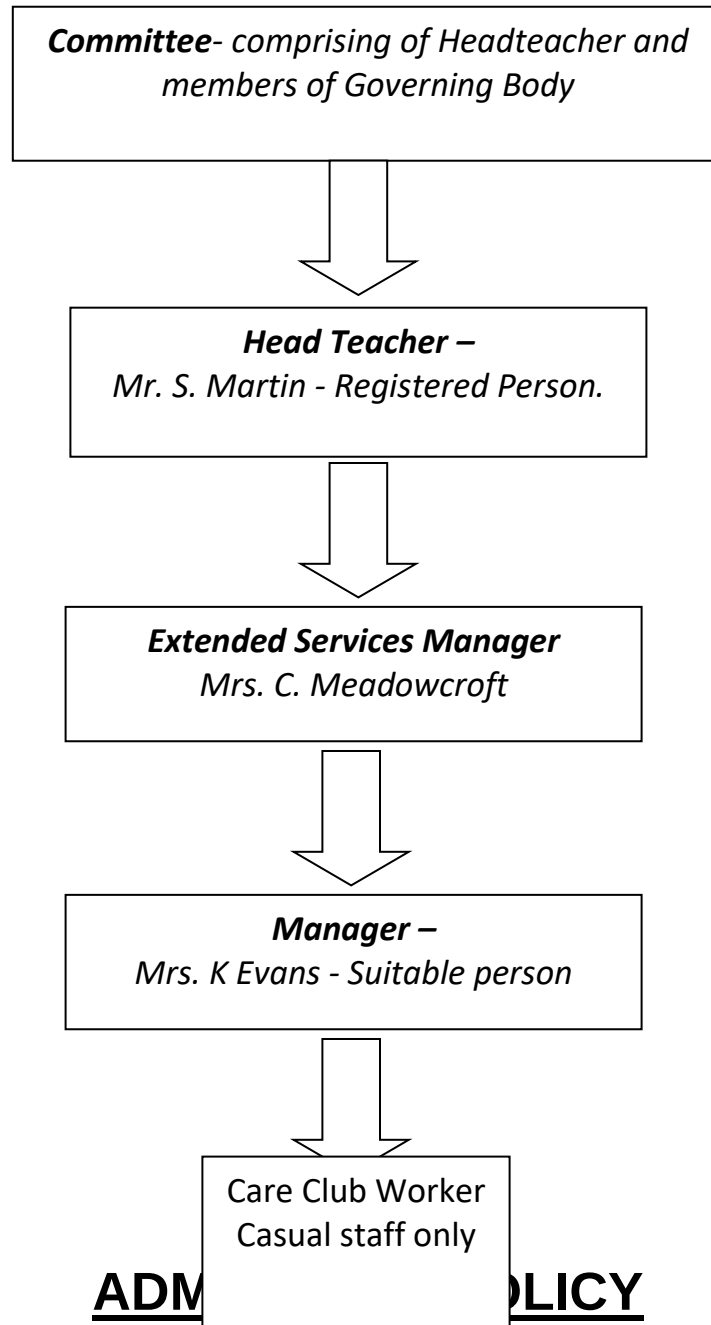
Wendy Taylor- Nursery practitioner

Jade Hackney- Qualified teacher

Joanne Heath- T.A/ Early year practitioner

The staff are available to answer any questions about the Club and parents and carers are encouraged to call into the club to take a look around.

STAFFING STRUCTURE



Goldenhill Breakfast Club, After School Care Club will operate on a first come, first served basis.

Places will be offered in all the clubs until the total number of available places is allocated. Priority will be given to children who are pupils of Goldenhill Primary School. A waiting list will be created when all the places have been allocated.

Consideration will be given for siblings and these will be accommodated wherever possible.

All clubs are open to children with ages 3 – 11.

No discrimination will be made on the grounds of ethnicity, sexual orientation, religious belief, gender, social background or disability.

All children must have a completed registration form. Information on this form may be used to monitor the accessibility to all members of the community.

For children starting in September Induction Evenings will be held for parents and children to see the Care Club. Information about the club is available within the school prospectus

PARTNERSHIP WITH PARENTS/CARERS **POLICY**

Goldenhill Out of School Care Club operates an open door policy. Parents/Carers are encouraged to talk to the staff if they have any

concerns about the care that their child may be receiving or any other issues relating to their child.

Parents/Carers may have access to any records kept on their child but must be aware that staffing ratios must be maintained at all times, so if all staff are busy, the parent/carer may need to arrange a suitable time to discuss them with staff.

Parents/Carers are welcome at any time to visit or contact the scheme to see what their child is doing or check that they have settled in. Contact numbers will be displayed on the Parents board at the entrance by the school office.

Staff will treat anything that the parents/carers discuss with them in the strictest of confidence unless they have concerns regarding safeguarding issues, when information will be passed to the Headteacher or to the Extended Schools Manager. These will be handled in accordance with the Safeguarding Policy contained in this booklet.

Staff will share their concerns with parents/carers as well as sharing good news and achievements.

From time to time staff may send information about the club home with children and would be grateful if parents/carers would respond promptly.

ARRIVAL AND DEPARTURES POLICY

Arrivals:

Breakfast Club.

Operational plan doc 2006 - CY
Reviewed July 2007 ER, CY
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Reviewed June 09 JB
Reviewed Sept 10 JB, ER,CY
Reviewed Sept 11 CY
Reviewed Jan 14 CY, JB

- Upon arrival to the Care Club Parents/Carers will ring the doorbell and wait for a member of staff to let them in.
- Each parent/carers will be given a warm welcome upon arrival.
- Parents are requested to sign their child in on the register with the time and their signature or initials.
- Parents/Carers are requested to pass on any information concerning their child, which they may wish to be passed onto the child's teacher.
- If the child requires medication throughout the day parents/carers are requested to fill in a medication form - Care Club and school require separate medicine forms.
- If a child has an existing injury it must be recorded in the existing injury's book.
- At the end of each morning session all children will be escorted to their classrooms at 9am.

After School Care Club

- Foundation Stage and Key Stage One children will be escorted to Care Club by their class teachers.
- Key Stage Two children will be escorted by a class teacher or teaching assistant to Care Club at the end of the school day.
- Teaching staff will pass on any information to Care Club staff concerning any child they are handing over.

Departures.

- Parents/Carers will ring the doorbell and await a member of staff to let them in.
- If a child is not to be collected by the parent/carers at the end of the session, they must be collected by another nominated adult (see admissions form)
- If any accidents or incidents have occurred during the session this information will be passed onto the parent/carers, and accident forms signed.
- Care Club staff will pass on any information concerning children from their class teacher onto the child's parents/carers.

- All medicines should be recovered from the locked medicine cabinet or fridge only when the parent/carer has arrived and staff can hand it to them personally.
- Staff will sign the medication out in the medicine book, and parents are asked to fill in the medication form at the end of each day.
- Care Club staff will hand the child over to the parent /carer, who will sign their child out on the daily register, with signature & time.
- At 6pm if a child is still left in our care we will follow the failing to collect policy/procedure.

EQUAL OPPORTUNITIES STATEMENT

Goldenhill Primary Out of School Care Club does not discriminate against anyone on the grounds of ethnicity, gender, disability, sexual orientation, social status or religion.

Everyone who is part of our club – staff, children and families will be treated with equal courtesy, understanding and respect.

The named person responsible for Equal Opportunities is Mr. S. Martin.

EQUAL OPPORTUNITIES POLICY

Statement of intent

The out of school hours club takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be an adult or a child.

Discrimination under disability, sex, religion, colour, race, marital status, ethnic or national origin, or political belief has no place within this organisation. This school and Care Club is fully inclusive and does not discriminate against anyone. Should any person believe that this policy is not being totally complied with, it is their duty to bring the matter to the attention of the Manager at the earliest opportunity.

The club and staff are committed to:

Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images of men and women, boys and girls.

All children will be encouraged to join in activities, i.e. dressing up, shop/home corner, dolls, climbing on apparatus, bikes etc.

Regularly review childcare practice to ensure the policy is effective.

The club aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the club will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of the work or training for the work.

Service Provision

No child will be discriminated against on the grounds of disability, sex, race, religion, colour or origin. Whenever possible those designated disabled or disadvantaged will be considered for a place,

taking into account their individual circumstances and the ability of the club to provide the necessary standard of care.

The club will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups. We will strive to promote equal access to services and projects by taking practical steps such as ensuring access to disabled people and producing material in relevant language and media.

Recruitment

The club will strive by recruitment to ensure that the staffing levels reflect the community it serves. All vacancies will be advertised as widely as budgets allow.

Every effort will be made to ensure a representative balance on the selection group and all members of the group will be committed to the equal opportunities practice as set out in this policy.

Application forms will not include the questions, which potentially discriminate against the grounds specified in the Statement of Intent. At interview all candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to discuss the reasons why they were not successful. The staff recruitment procedure is in line with the schools safeguarding children policy and the Safer Recruitment policy. Two references will be obtained and CRB checks carried out prior to employment of staff.

Staff

All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the ground as specified in

the Statement of Intent. All staff are expected to participate in equal opportunities training.

Training

The Care club recognises the importance of training as a key factor in the implementation of an effective Equal Opportunity Policy. The Care club will strive towards the provision of equal opportunity training for all staff.

CONFIDENTIALITY POLICY

Goldenhill Out of School Hours Club works with children and families which will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the club can do so with confidence, we will respect confidentiality in the following ways;

- Parents have ready access to the records kept by the Out of School Hours Club, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of group management with people other than the parents/carers of that child
- Information given by parents/carers regarding their family/children to the club will not be passed on to other parents.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personal decisions.
- Any anxieties/evidence relating to a child's personal safety will be passed on to the Designated person within school and in their absence to the Deputy Designated person and the Safeguarding policy will be followed
- All Care Club staff and parents/carers will follow the Confidentiality Policy.
- All parents will be informed of any issues relating to Safeguarding, which have arisen concerning their child unless it is not in the child's interests to do so. Confidentiality will be overruled if it is deemed that the issue is of a sexual nature or the child will be at a greater risk.

HEALTH AND SAFETY POLICY

Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards achieving the following objectives:

- To establish and maintain a safe and health environment throughout the Care club.
- To establish and maintain safe working procedures amongst staff and children.
- To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the club to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain safe and healthy places of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
- To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the club environment to be low but to maintain the maximum protection for staff we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained. The school cleaners are responsible for the general daily cleaning of the hall. Staff of the care club will ensure that cleanliness of all surfaces and equipment is of a high standard.
- Ensure safe and clear access and exit from the building including fire exits
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- Ensure that all members are aware of the procedures in case of accidents.

- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes if appropriate.
- It is illegal to smoke on any work premises.
- Prohibit any contractor working on the premises without prior discussion with the Head Teacher or a member of the SMT to negate any risks to the staff or children.
- No running inside premises.
- All staff should familiarise themselves with the First Aid box (situated within easy access on top of the medicine cupboard on the wall of the Storeroom) and know who the appointed First Aiders are, (Mrs.J.Butcher, Mrs. R. Mann).
- Children must be supervised at all times.
- No student should be left unsupervised at any time.

The management considers this matter of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must be constantly mindful of their responsibilities individually and collectively for the safety of themselves and others.

General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way it has operated will be reviewed annually.

HEALTH AND SAFETY

Rules and Responsibilities.

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Registered Person (Mr. S. Martin):

Providing safe resources and maintaining equipment. Checking with the manager that everything is up to date.

Manager (Mrs. J. Butcher):

Checking Risk Assessments are correct, ensuring that all staff are following procedure. To ensure that procedures are being carried out correctly and to check equipment regularly.

To ensure that all staff are aware of Health and Safety procedures and the correct procedures are being adhered to for the safety of all staff and children.

Deputy Manager (Mrs. R. Mann):

To support the manager in all of the above. To make sure that the equipment is in good working order.

All Staff:

To ensure that they are aware of all Health and Safety procedures. Checking equipment to ensure that it is in good working order. Adhering to the correct procedures at all times.

The designated person responsible for Health and Safety is Mr. S. Martin

SICKNESS POLICY

Whilst we understand that having a sick child can be inconvenient for parents/carers, especially when working, we respectfully request that children who are unfit for school are not allowed to attend the breakfast club and after school care club.

If a child becomes ill during a session, we will contact the main carer and if we are unable to contact them, we will contact the other numbers on the child's contact details to arrange collection. The sick child will be looked after by a member of staff and allowed to rest until they are collected or feel better.

Parents/carers will be requested to sign a consent form for any emergency treatment that the child may need where we are not able to contact anyone on the child's contact list and a child requires emergency medical attention or advice.

Parents/carers will also be requested to consent to the permission of care club staff to assist a child who has soiled themselves. Care Club staff will ensure that the child is given instructions and the means (disposable bags, wipes) to change themselves. Parents/carers are requested to provide a change of clothes or underwear.

All the information given to us relating to individual children will be kept in the strictest confidence; information will only be shared on a need to know basis.

Care Club and School follow the guidance given by the Health Protection Agency on infection control in schools and other childcare settings. (See Appendix)

Please note. According to the Children Act Regulations we must notify O.F.S.T.E.D. of any infectious disease that any qualified medical person considers notifiable.

MEDICATION POLICY

Parents/carers are requested not to send their children to the Care club when they are ill, and the administration of medication is not

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encouraged. This does not include asthma relief drugs, which will be kept with the child for immediate use. However, if a dose of medication is needed during the hours of the breakfast club and after school care club, the following would apply: -

- It is the parent's/carers responsibility to ensure that staff are fully informed if a child may need medication during the day. Separate forms are needed for Care Club and School for administration of medicine.
- Staff to ensure that the medicines in the medicine cabinet and refrigerator are signed in and out, at the beginning and end of each day and when medication is required if the club is out on trips.
- All medication must be clearly labelled with child's name and dosage.
- All medication must be recorded in the medication folder, giving details of time and dosage. All details must be signed by the parent/carer on arrival and collection.
- All staff must ensure that the medication is given correctly and the medication sheet is signed by the staff member who has administered it. An additional staff member will witness any medication given.
- Any medication found in a child's bag will not be administered.
- Parents/Carers must notify staff if the medication needs refrigerating.

**GOLDENHILL PRIMARY SCHOOL BREAKFAST CLUB AND AFTER
SCHOOL CARE CLUB**

ADMINISTRATION OF MEDICINE

I give permission and take responsibility for
.....
to give the medicine described below to my son/daughter
.....
on the dates recorded.

The dosage as stipulated.

Medicine.....

Dates to be given

Dosage.....

At the following times

Time of last dosage

Storage.....

Signed.....Parent/Carer

Print Name

Staff Signature (Person administering medication)

Witnessed by (Second staff member).....

EMERGENCY FIRST AID PROCEDURE

The named First Aider for Care Club is Jan Butcher, who is responsible for keeping the first aid box stocked.

In the event of a major accident the following procedure should be followed –

- A visual risk assessment should be made of the immediate area where the accident took place.
- Apply emergency first aid.
- If in any doubt, DO NOT MOVE THE CASUALTY.
- If necessary call an ambulance, providing the location of the school, details of the injury, child's name and age.
**'ACCIDENT AT GOLDENHILL PRIMARY SCHOOL,
BROADFIELD ROAD,
GOLDENHILL, STOKE ON TRENT. ST6 4QE'
01782 235790 or 07932 354363**
- Contact the parent or carer on the child's contact list.
- Contact the Headteacher.
- If the child's parent or carer has not arrived by the time the ambulance is ready to leave, a member of staff must accompany the child to hospital, taking with them the child's registration form and any medication.
- **Our emergency contingency plan will be put into operation, as follows:**
- **The member of staff remaining with the children must be a qualified First Aider.**
- **The Headteacher will be notified and emergency staff called in. (see list attached).**
- **Parents will be contacted to take their child home to reduce the numbers of children.**

- The room will be reorganised and low risk activities put into place e.g. video.
- Volunteers or students who attend the Care Club on a regular basis can be included in the ratios.
- An incident report should be completed as soon as possible and given to the Headteacher. OFSTED will also be notified on,

**OFSTED North Region
Royal Exchange Building
St Ann's Square
Manchester
M2 7LA
08456 404040**

At all times, try to stay calm and keep the casualty calm!

EMERGENCY STAFF LIST

- Jan Butcher – 07989 916293
- Rebecca Mann – 01782 937038/ 07790857538
- Linda Beresford – 01782 776083
- Julie Cooper – 01782 775234 / 07969 851377
- Joe Heath – 01782 545808/ 07925799512
- Margaret Jones – 01782 819309 / 07873 877726
- Steve Martin – 01782 283352/07734823447
- Claire Yates – 01782 698507/07507 440729
- Sarah Howson- 01270 875497/07791007240

First Aid Policy / Accident Records

Within the Care Club we take safety very seriously and we make as many safety precautions as we can to prevent accidents.

However, we realise that it is impossible to prevent all accidents and children will trip, fall and bump whilst playing.

With this in mind we have qualified first aiders and a fully stocked first aid box in the event of any accident or emergency.

All accidents are recorded in our Accident Record Book a copy of which will be given to the concerning parents/carers and bump notes will be sent home if necessary.

In the event of emergency treatment parental consent is requested in the general consent form completed by all parents when the child first starts the Care Club.

PLEASE NOTE OFSTED AND RIDDOR WILL BE NOTIFIED OF ANY SERIOUS INJURY OR DEATH TO ANY CHILD IN OUR CARE OR ADULT ON THE PREMISES.

Bumps Note.

Dear Parent/ Carer,

Bumps to the Head

When a child bumps his/her head it is important that he/she is kept under observation, as the results of a bump are not always immediately obvious.

Most bumps or knocks to the head do not lead to serious complications and complete recovery is normally expected over the next day or so.

I give below some notes based on those issued by the Health Service, we hope that you find these helpful, and that everything will be back to normal tomorrow.

Yours Sincerely

Jan Butcher
Care Club Manager

Rebecca Mann
Deputy Care Club Manager

1. If you are worried about the child's condition, consult your doctor or emergency department.
2. He/she should rest quietly for at least 24 hours.
3. He/she should only eat light meals.
4. Do not give him/her sedatives, sleeping tablets, tranquilizers, alcohol etc
5. Take him/her to the accident unit immediately if he/she
 - becomes unconscious
 - becomes increasingly sleepy
 - complains of increasingly severe headache
 - complains of blurred vision and double vision
 - vomits repeatedly
 - has a fit

EMERGENCY EVACUATION POLICY

Throughout this policy statement, emergency situations will be described as fire. However the same system should operate for any emergency evacuation of the building.

Fire Instructions.

There is a notice, usually near the door of each teaching area giving clear instructions for the action in the event of fire.

Please study them and ensure that you know what to do.

Action to be taken on discovering a fire:

- The alarm should be sounded by breaking the nearest glass alarm cover.
- To call the Fire and Rescue Service:
 1. Dial **999** and ask for **FIRE**, giving the operator the school telephone number **01782 235790 or 07932 354363**
 2. Give clear instruction to the control room operator:

**‘FIRE AT GOLDENHILL PRIMARY SCHOOL,
BROADFIELD ROAD,
GOLDENHILL, STOKE ON TRENT. ST6 4QE’
Tel.01782 235790 or 07932 354363**

- Do not replace the receiver until the control room has repeated the address.

The nature of the fire warning.

The action described above will result in a continuously ringing sound throughout the building.

Action to be taken on hearing the alarm.

- a) The building should be evacuated immediately in an orderly manner. The last person out will close the door and windows if at all possible. Do not stop to collect personal belongings or put yourself at risk in achieving the above.
- b) The children should proceed to the indicated and known assembly points, standing quietly in a straight line with the teacher responsible for the class at the time of the incident.
- c) Registers will be taken out by either the Care Club manager or deputy manager.
- d) Toilets will be checked by the Care Club Manager or Deputy.
- e) The name of any missing child will be reported by the manager to the Headteacher giving an indication to their likely location.

Fire Drills.

The purpose of Fire Evacuation drills is to prevent panic and to ensure the safe orderly evacuation of the building in as short a time as is practical.

Fire drills will be held once per term, preferably near the start of the term in order that new entrants/ staff become familiar with the procedure. In relation to the Care Club fire drills will be held morning and afternoon as some children only attend one session.

Fire drills will be held at different times of the day so as to take account of particular situations in which an emergency might arise.

Fire Fighting Equipment.

No-one should put their own or anyone else's life at risk by brave attempts to save the premises. Fire fighting is secondary to the safety of individuals.

Once the building is evacuated, however, it may be safe for staff to make some attempt to control the fire if it is manageable before the arrival of the fire brigade, therefore it is important to know the location of our extinguishers.

The types and usage of each extinguisher are:

Colour	Type	Use
RED	WATER	Wood, Paper, General but not liquid or electrical fires.
RED (C02 on Black Square)	CARBON DIOXIDE	Flammable liquids, Gases and Electrical equipment.
BLACK	CARBON DIOXIDE	Flammable liquids, Gases and Electrical equipment.

NOTE:

Water on fires involving electrical appliances exposes the user to the risk of serious electric shock.

**Deep fat fires are the best smothered with a glass fibre blanket.
There is a suitable fire extinguisher in the kitchen (Wet Chemical)**

Location Points

WATER:

Foundation Stage Corridor
Nursery
Foyer
Hall
Key Stage 1 Corridor
Outside KS1 Girls Toilets
Outside ICT Suite

CARBON DIOXIDE:

Nursery
Key Stage 1 Corridor
ICT Suite
Outside Year 6 Classroom
ICT Suite

FIRE BLANKETS

ICT Suite
Kitchen

PUPILS.

1. Pupils discovering a fire should be instructed to inform a member of staff immediately so that appropriate action might be taken.
2. Pupils must be aware of the correct evacuation procedure so that whether the alarm is sounded during classes or at other times they will always proceed to their assembly points without delay.
3. No-one should re-enter the building until an official all clear has been given by the senior staff member on site.

FIRE EVACUATION PROCEDURE

On hearing the Fire Evacuation Alarm (continuous tone) -

1. The Care Club Manager/ Deputy and staff will ask the children in a calm manner to line up by the nearest appropriate exit. Do not collect personal belongings on evacuating the building.
2. Everyone will leave the building in single file in an orderly manner and proceed to your designated assembly point.
3. Call the Fire and Rescue Service:
 - Dial **999** and ask for **FIRE**, giving the operator the school telephone number **01782 235790 or 07932 354363**
 - Give clear instruction to the control room operator:

**'FIRE AT GOLDENHILL PRIMARY SCHOOL,
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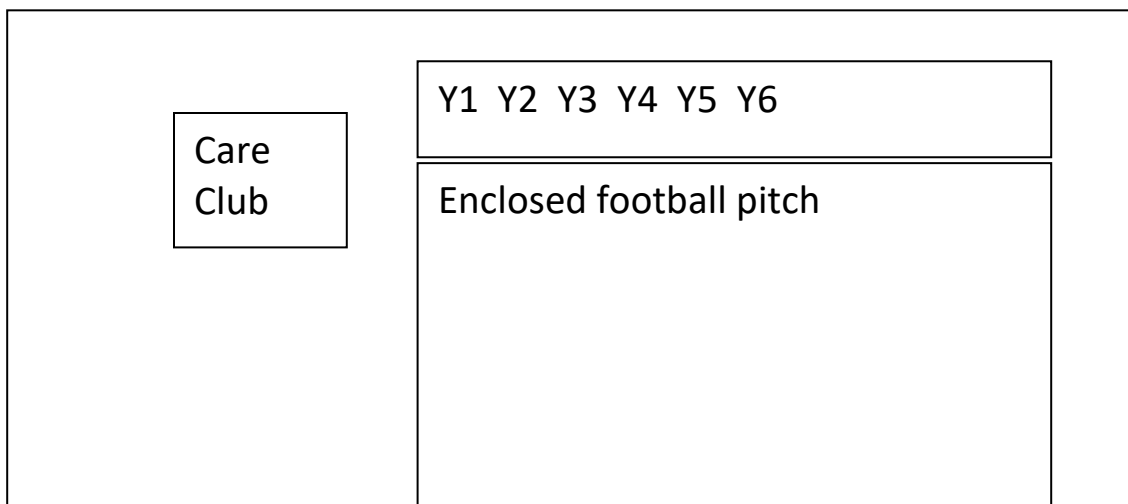
- Do not replace the receiver until the control room has repeated the address.
- 4. On leaving the building the care club manager/ deputy should collect the register and emergency contact numbers while having a final check to make sure the building is empty.
- 5. The Manager or Deputy Manager who will be responsible for accounting for all members of the club. The Manager/Deputy will check the children against the register.
- 6. Do not re-enter the building until instructed to do so by an authorised person.

Assembly Points:

Nursery Playground.



Main Playground



Broadfield Road

SAFEGUARDING CHILDREN POLICY

The Club follows the Safeguarding policy as set out in the school's policies and procedures.

The Club recognises its legal duty to work with social services departments and other agencies acting on behalf of children in need or enquiring into allegations of abuse. Our prime responsibility is the welfare and well being of children in our care.

The staff will seek to adopt open and accepting attitudes towards children as part of their responsibility for pastoral care. This policy seeks to encourage children and their parents/carers to feel free to discuss any concerns they may have. Children should be aware that their worries and fears will be listened to and taken seriously if they seek help from a member of staff. However, whilst great care will be taken to ensure that any information shared with a member of staff will not become common knowledge, confidentiality cannot be guaranteed if concerns are such that a referral must be made to the relevant agencies in order to protect a child's welfare.

The designated person with responsibility for all matters related to child protection with the school and the club is Mr. S. Martin and the deputy designated person is Mrs. C. Yates

The designated person's and his deputy's position within school is made known to all members of staff and will be communicated to any new members of staff as soon as is practicable as part of their initial induction.

In all cases where abuse is suspected, or a sustained allegation is made, a member of staff will report the information to the designated person or his deputy who is then required to discuss them with the agencies responsible for investigation and child

protection according to the processes established by Goldenhill Primary School (Safeguarding Children).

All staff are aware of and alert to, signs of possible abuse and are aware of the reporting procedure with any regard to any concerns or suspicions. However, members of staff do not carry out any investigations, nor do they decide whether any abuse has taken place. These are matters for the investigating agencies.

Where concerns are raised, staff will seek any further information with sensitivity. Care will be taken in asking for, and interpreting a child's response to concerns. Leading questions must be avoided. Children will be given the opportunity to talk to adults privately and be offered suitable support.

Care club procedure

Staff suspecting abuse or hearing a sustainable allegation will immediately report their concerns to the designated person, giving time, date and persons present during disclosure or observation. Staff should note concerns etc, using the child's own words, wherever possible.

The designated person **Mr. Steven Martin** or the deputy designated person, **Mrs. Claire Yates** will refer these cases to, or discuss them with, the relevant agency. Initial referral will be by telephone. In the event of Mr. Neil Wade or Mrs. Claire Yates being unavailable for contact Mrs. Jan Butcher will contact the relevant agencies.

When making a referral of suspected or alleged abuse, the designated person should ask to be informed of the timing of the strategy discussion between the statutory agencies. The designated person will also arrange to discuss concerns with parents, except in such cases where the discussions may affect the safety of the child.

Allegations against Staff

If any allegations are made against staff by children, parents or other staff members, the member of staff concerned will be interviewed by

the Senior Management Team and appropriate action taken in line with the staff disciplinary procedure. **If a serious allegation is made, the appropriate authority will be involved immediately and the member of staff will be suspended with full pay until further notice pending the outcome of the enquiry.**

Please note if a child disclosed to us any form of abuse or a member of staff witnessed something that we felt was extremely suspicious or a real concern we would act upon it immediately by contacting an investigating body. In doing this we would give details from our records of child's name, d.o.b. Etc. Plus the basis of our concern, with reference to dates if possible.

MISSING CHILD POLICY

If a child is believed to be missing the following procedure must be followed:

- On discovery, the member of staff must inform the Club Manager.
- The Manager must organise staff to take care of remaining children in a secure area, maintaining child-adult ratios wherever possible.
- The Manager is to organise a search of the surrounding area with any other staff available.
- If a child is not found after a reasonable period of time, parents must be informed.
- If parents cannot be contacted, police must be informed and given details of last sighting, description, location and any other relevant facts.
- The Manager must contact the Headteacher and OFSTED.

Remember to keep all other children safe and calm whilst searching for the child.

MISSING CHILD PROCEDURE

In the event of a missing child or lost child we would,

1. Search the premises.
2. Contact the parents and Headteacher
3. Report to the Police a missing child.
TUNSTALL POLICE STATION 01782 577277

4. Contact OFSTED
OFSTED North Region
Royal Exchange Building
St Ann's Square
Manchester
M2 7LA
08456 404040

SAFE COLLECTION OF CHILDREN POLICY

When a child is registered with the breakfast club and after school care club, parents/carers will be issued with an authorisation form.

Parents/Carers will be advised to identify as many people who are likely to collect their child from the club and provide contact numbers/addresses/photos, which will be kept on the child's records. Parents/Carers are to ensure that all authorised people who may collect their child know the agreed password.

In the event that a child is not collected by an authorised adult at the end of the session, the club will put into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified adult who is known by the child.

Procedures.

Parents of children starting at the club are asked to provide specific information which is recorded on our registration form including:

- Home address and telephone number – if the parents do not have a telephone, they must give an alternative.
- Place of work, address and telephone number
- Mobile telephone number
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder, grandparent, or other relative.
- Information about any person who does not have legal access to the child, which has been confirmed in writing from a solicitor or from social services.
- On occasions when the parents are aware that they will not be at home or their usual place of work, they must give details of how they can be contacted.

- On occasions when parents or the person normally authorised to collect the child are unable to, parents must give details of who will

collect the child and how they can be contacted. Children will only be released to people they are familiar with.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back – up procedures. We provide parents with our contact telephone number. We also inform parents that if in the event that their child is not collected by an authorised adult, and the staff can no longer supervise the child on the club's premises, we apply our failing to collect procedures as set out in our failing to collect policy.

If a child is not collected at the end of the session, we will follow these procedures:

1. At 6pm the parents/carers will be contacted at home/work.
2. If this is unsuccessful, the adults who are authorised by the parents on the registration sheet will be contacted.
3. All reasonable attempts to contact the parents/carers will be made.
4. At 6.30pm, if the above is not successful, we will follow our child protection procedures as set out in our Safeguarding children policy.
5. Children's Services and the police will be called, (Stoke on Trent Children's Services 01782 235100, Tunstall Police Station 01782 577277).

Failure to Collect Policy

In the event of a child failing to be collected we would,

1. Try all contact numbers at 6pm.
2. If we are unable to contact parents or carers by 6.30pm we would contact the local Social Services Office who may need to arrange emergency foster care.

HANLEY CHILDREN'S SERVICES 01782 235100

3. At 6.30pm we also contact the Police and report an abandoned child.

TUNSTALL POLICE STATION 01782 577277

4. Two members of staff always stay with the child, (one being the Care Club Manager).

5. NEVER TAKE A CHILD HOME WITH YOU!

Parents/Carers should note that a late collection charge will apply when they are late collecting their child – this will be £10 per half hour or part of.

BEHAVIOUR MANAGEMENT POLICY

The Care Club will follow the behaviour policy that is used by the school and adapt the Golden Time rules which are used throughout the school.

Our Aims:

- To create an ethos that makes everyone in the school community feel valued and respected.
- To promote good behaviour by forging sound working relationships with everyone involved with the school.
- To promote self-discipline and proper regard for authority among pupils.
- To prevent all forms of bullying among pupils by encouraging good behaviour and respect for others.

Goldenhill pupils and members of our Care Club follow 6 Golden rules

- We are gentle - *We don't hurt others*
- We are kind and helpful – *We don't hurt anybody's feelings*
- We listen – *We don't interrupt*
- We are honest – *We don't cover up the truth*
- We work hard – *We don't waste our own or other's time*
- We look after property – *We don't waste or damage things and other people's property.*

The adults encountered by the children who use the club have an important responsibility to model high standards of behaviour, both in their dealings with the children and each other, as their example has an important influence on the children.

Bullying

At Goldenhill Primary School we believe that all pupils have a right to learn in a supportive, caring and safe environment without the fear of being bullied. We promote good behaviour. It is made clear that bullying is a form of anti-social behaviour. It is wrong and will not be tolerated.

What is bullying?

Bullying is any deliberate, hurtful, frightening, threatening behaviour by an individual or a group towards other people. It occurs more than once, is one sided and happens on purpose, and encompasses all forms of communication

Bullying behaviour includes:

- **Physical:** hitting, kicking, spitting, pushing, pinching, throwing stones or any other forms of violence.
- **Verbal:** name calling, swearing, spreading rumours, threats, teasing. This may be directed towards gender, ethnic origin, physical/social disability, personality, etc.
- **Emotional:** being unfriendly, excluding, tormenting, ridicule and humiliation.
- **Cyber-bullying:** texting, emailing, social networking.
- **Damage to property, or theft:** pupils may have their property damaged or stolen.

We expect parents/carers to help give children consistence advice on dealing with fighting or violence in support of the school and club's policy.

The Manager and Deputy Manager of the Club will deal with the general behaviour of the children in the Care club, but the member of staff who is responsible overall is the Head teacher, Mr. S. Martin

SPECIAL NEEDS AND DDA POLICY

We aim to be an inclusive provision and will make every effort to accommodate children with special needs.

At Goldenhill we treat all children as individuals and recognise their right to pre-school and after school care.

At Goldenhill we believe that to meet successfully the needs of children with special needs requires strong partnership between all those involved – LEA/other advisory bodies, parents/carers, children, staff and other agencies. We realise the importance of a clear understanding of roles and responsibilities, including clarity of information and good communication.

We accept and value the positive role and contribution that parents/carers can make and will make every effort to work in full co-operation with parents recognising and respecting their roles and responsibilities. Parents are encouraged to work with the staff of the Care club and other professionals to ensure that their child's needs are identified and met as early as possible.

The Disability Discrimination Act of 1995 (DDA) defines a disabled person as someone who has a 'physical or mental impairment which has a substantial or long-term adverse effect on his or her ability to carry out normal day to day activities'.

The DDA 2005 has extended the definition of disability to include people with HIV, multiple sclerosis and cancer from the point of diagnosis.

Disability Discrimination in Education (DEE) also recommends that all pupils with long term medical needs are treated as disabled for the purpose of DDA and for ensuring equality.

See appendix Disability Equality Scheme 2008-2011

HEALTHY SNACK AND DRINK POLICY

Goldenhill Primary School Breakfast Club and After School Care Club are very much aware of the importance of providing a positive influence on children's knowledge, attitude and behaviour towards food and a healthy lifestyle.

We aim to provide a balanced menu for snack times that fosters a positive approach to healthy eating and supports sound oral health and general health practices.

Food and Personal Hygiene

When preparing food and drink, staff will adhere to the following examples of good personal hygiene. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

- All staff responsible will have a food hygiene certificate
- Hands will be thoroughly washed both before and after handling food and drink
- Hands will be washed thoroughly after using the toilet or supporting children who may wish to use the toilet
- Children will be encouraged to adopt the same routines
- Cuts and abrasions will be covered while at the premises
- Long hair will be tied back
- Aprons will be worn by those preparing snack
- Staff will take any other steps necessary to minimise the spread of infection

Kitchen Hygiene

The following steps will be taken routinely:

- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after every use
- Staff and children will wash and dry their hands thoroughly before coming into contact with food
- Work surfaces will be cleaned with disinfectant solution prior to any food preparation
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session

Snack Provision

- All snacks provided by the out of school care club will exceed the National School Food Trust standards (September 2007) by ensuring that all food and drink provision is conducive to good general and oral health practices
- All food and snacks provided by the out of school care club will be healthy and balanced (low in salt, saturated fat and sugar free)
- Children will be provided with at least one portion of fruit or vegetable at every snack time
- Wholemeal varieties of bread, pasta and rice will be used when preparing healthy snacks
- Staff will sit with the children during snack times and will encourage an informal and friendly self service/sharing system

Drink Provision

- Children will be provided with plain milk and water only during care club session times
- Children will have access at all times to fresh cool drinking water
- Children will be aware that they can ask for a drink of water at any time during the sessions and will know where to access it from
- Children will be offered water at regular intervals, especially after physical activity or during hot weather conditions
- All staff will provide a positive role model for the children, in relation to food and drink provision throughout all care club sessions

Special Dietary Requirements

- Staff will obtain information and advice regarding any special dietary requirements or allergies etc a child may have
- When a child has individual dietary requirements or allergies this information will be shared amongst all staff who work at the care club and reminders will be given by using notices which are pinned onto the care club fridge.

Birthday and Reward Systems

- Children will be strongly discouraged from bringing in confectionary items for birthday celebrations. If items are brought in they will be given out at the end of the care club session for the children to take home
- Confectionary will not be used by staff as a reward for children's behaviour. Children will be praised with other non edible rewards.

Consultation

- Children will be involved in the planning and development of healthy snack and drink menus for both breakfast and evening snack time
- Menus for the club will be displayed on the parents notice board for all parents/carers to view
- Parents/carers will be informed when new menus are planned with the children and will be given opportunity to feedback their views

NO SMOKING POLICY

The school building has been designated as a 'no smoking' building, therefore smoking is not permitted in the school building or in the school grounds.

As of July 2007 it is against the law to smoke in public places.

COMPLAINTS PROCEDURE

The Care Club will follow the Complaints Procedure that is used by the school – see Appendix.

