



*Believe. Achieve. Succeed Together.*

## **Early Birds, Bluebells and Holiday Club** **Policy 2020-2021**

*Article 31 Children have the right to play and rest.*

*Article 24 – Children have the right to the best health care*

Head Teacher: Jill Digweed

Deputy Head: Paul Clifford

Early Birds, Bluebell and Holiday club gives working parents/ guardians/ carers flexible wrap around care for their child/ren. Our extended clubs aim to provide the best care for children, to effectively promote and enhance their development at affordable process; whilst assuring parents / guardians peace of mind that their child is in a secure and positive setting. They offers excellent standards of care with dedicated, qualified and experienced staff. Our services are:

### **Early Birds (Breakfast club)**

This gives parents/guardians the opportunity to leave their child at 7.15am until school starts at 8.30am in the morning, where they will receive a healthy breakfast.

### **Bluebell (After School Club)**

Parents can extend their child's school day up until 6pm by booking them into our Bluebell club; looked after by a member of our school staff. We have a wide range of stimulating and exciting activities taking place indoors and outdoors, all aimed at promoting and enhancing your child's development in all areas.

### **Holiday Club**

Parents can book their children into our holiday club which runs during the school holidays for certain days. During these days children have access to a range of activities. Please look on our website for further details and dates for the different holidays.

### **Registration for Early Birds and Bluebells**

Children will only be able to attend Early Birds and Bluebells if parents have signed up by midday of the day they wish them to attend. Children can be admitted throughout the year. Numbers will be reviewed regularly but in the event of over-booking, priority will be given to children on a first come first serve basis.

Parents should book the days they wish their child/children to attend either online, in person or by the phone. Parents must obtain confirmation that spaces are available.

Any requests to alter days on a one-off or permanent basis should be discussed with Mrs Sarah Chapman-Allen or in the main school office.

Ad-hoc (one-off) bookings can also be made providing there is enough space. Ad-hoc bookings can be made up to midday on the day of the session provided again in person or by phone.

No child should be left at the club without confirmation from SLT that a place is available. Ad-hoc bookings should be paid in advance or by the end of the week. All cancellations must be paid for in full unless 1 working day notice is given and then the fee waived. When less than 1 working day notice is give, another ad-hoc booking will not be accepted until the full fee is paid.

### **Registration for Holiday Club**

Children will only be able to attend Holiday Club if parents have signed up by the last day school breaks up.

Parents should book the days they wish their child/children to attend either online, in person or by the phone. Parents must obtain confirmation that spaces are available.

### **Collection for Bluebells**

If the weather is dry collection before 4pm will be from the playground silver gates. After 4pm the children will be inside and collection will be at the Library door.

No collections can be from reception as parents are needed to sign the child out on the register.

### **Collection for Holiday Club**

Parents will need to collect their children from the Year 4 classroom door (Dahl class).

### **Fees Procedure**

All fees can be paid by cash or School Money and MUST be paid in advance, or on the first day of the week by the latest. Early Birds & Bluebells Club reserves the right to either exclude or refuse to take the child if fees are overdue or parents are consistently late of collection.

### **Early Birds Price:**

7.15 to 8.45am	£3.50
8.00 to 8.45am	£2.50

### **Bluebell Price:**

3.15pm to 4.15pm	£2
Every 15mins after 4.15pm is £1	
Total until 6pm is £9	

### **Holiday Price:**

8.00am – 12.30pm	£12.00
12.30pm – 5.30pm	£12.00
Full day: 8.00am – 5.30pm £23.00	

Some parents may be eligible for Child Tax Credit, which can help with childcare costs. Parents may be able to qualify if they work for more than 16 hours a week. Further information is available by accessing the Inland Revenue website on <http://www.hmrc.gov.uk/TAXCREDITS/>.

### **Cancellations/ Change of days procedure**

All cancellations should be made either in person or by phone.

Permanent cancellations where the child will stop attending any clubs, should be made minimum 1 week in advance.

All cancellations MUST BE DONE AT 24 HOURS IN ADVANCE. This ensures that staff does not spend unnecessary time searching for the child, or making phone enquiries. All booked sessions, if cancelled on the day, must still be paid for.

Early Birds, Bluebells and Holiday club will attempt to contact parents if a child has been absent from the club without an explanation for more than 1 week. Children will be removed from the register after this time if no word is received that the place is still required.

If parents wish to change a day from their regular booked session to a day when their child doesn't normally come, then subject to availability, it will be charged at the rate stated above.

### **Arrival Procedure**

#### **Early Bird Club**

Children will arrive at the entrance to the dining hall. As each child arrives they will be checked against a register.

For children who are dropped off by their parents/ carers if there has been no message, then staff will phone parents/ carers to establish the reason for absence

#### **Bluebell club**

All children attending the Bluebell Club will be in the library. All school teachers have a record of the children that are due to attend the club. A register will be called when the children arrive. Again if any child is not present, the office will be contacted to check if they were in attendance. If the child has not been located, parents will be phoned to see if alternative arrangements were made.

If parents are late to collect their child, extra charges maybe be issued to cover staffing costs. If parents continue to be late, their childcare place will be revoked. If no one arrives to collect the child, the Supervisor will ring the parents, then the emergency contact numbers. If we are unable to contact anyone to collect the child, Social Services will be contacted after one hour.

All collection of children should be on time at 6pm. A delay may result in a fine of £5 for each 15 minutes.

#### **Holiday Club**

Children will need to arrive at the Year 4 classroom door (Dahl class) to be checked against a register.

## **Missing child Procedure**

### **Early Bird Club**

All children are the responsibility of Early Birds Club once they have been signed in on the register. If any child has not been accounted for, Early Birds Club will make every effort to find the child. The School will be the first place to check if they were in attendance. If not, then phone calls will be made to find out the reason of absence.

### **Bluebell club**

Until a child has been marked in the register, they are essentially the responsibility of the School. However, if a child does not appear, every effort will be made to ensure they are located, and a reassuring reason for their absence established.

If a child fails to arrive at the club within ten minutes of the end of their school session, a staff member will go look for the child. The first point should be the child's classroom; thereafter they should go to the school office to check that the child was present at the school. If the answer is yes, the class teacher and/or the teacher in the playground should be located, to find out if the child has been collected. A telephone call home should be made to see if the child is there. If not, and the child is no longer on the school premises, then the parents should be called. This procedure should be complete within 20 minutes of the end of school.

### **Holiday Club**

If a child fails to arrive at the club without parents letting the school know, a telephone call home should be made to see if the child is there.

### **Lost child – failure to arrive at the club**

Once at the club, all children remain in the club at all times. Staff will remind children of the need to remain with the group, and to remain in the room. Any child needing to use the toilet at any time must seek the permission from a staff member, who will note the time. Children will go to the children's toilets within the school as they would during the normal school day.

If the child has not returned in five minutes, a member of staff will go and find them; all remaining children will be kept together with the other member of staff. The searching member of staff will then check the area, covering all that represent the most dangers first, (i.e. check that no outside doors have been opened). They will keep in contact with the rest of the group by either opening doors through the corridor allowing calling to be heard or using their mobile phone. If a child has not been found after a further 10 minutes, the police and the parents will be informed.

## **Planning and activities**

Our clubs aims to provide a wide range of positive and stimulating activities for children within a secure and happy environment. Our clubs creates a child-centred environment that gives lots of opportunities for children to engage in and further increase their own development & learning.

Below are some of the activities:

- Board games
- Construction
- Crafts, colouring
- Sports and outdoor play
- Music
- Group games

A quiet area is available for any children who wish to rest, read, do their homework or sit quietly.

In addition to activities, our clubs fully supports free play opportunities for children, where they have full choice over their play.

### **Food and Drink**

Children will be offered a range of healthy snacks and drinks throughout their sessions.

Snacks on offer are:

- Toast
- Cereal
- Milk
- Bread sticks
- Fruit and vegetables

Water will be available throughout the day so that children can freely pour themselves a drink, encouraging independence.

Children will be encouraged to help prepare, serve and tidy away the snack and drink.

**If the child is attending Holiday club then children are expected to bring a packet lunch with them.**

**All parents/carers must inform our club of any allergies, dietary or cultural requirements when registering.**

**Children are NOT allowed sweets, fizzy drinks and chocolate bars.**

This is in accordance with the following:

- Food Standards Agency
- School Food Trust

### **Behaviour**

Our Clubs believes that children and adults flourish best in an environment with clear boundaries, and where everyone knows what is expected of them. We aim to provide an environment where children are free to develop their play & learning without fear of being hurt or hindered by anyone

else. Staff work towards elevating children's self-esteem, and encouraging children to develop their own self-discipline in an atmosphere of mutual respect & support. Our rules remain consistent and are age/development appropriate.

The school behaviour policy will also be implemented during the clubs. For further details on this please visit the Behaviour Policy.

### **Health and Safety**

All staff, visitors and children have a responsibility to ensure the safety of themselves and others. The premises, both indoors and out, will be risk assessed at the start of each session. In the unlikely event of the premises being unsuitable for the club to use due to flood, heating failure, snow days etc, the parents/ carers will be contacted to take their children home. Fees will not be charged in this instance.

- Early Birds and Bluebells Club will always have access to a walkie talkie
- Holiday club will always have access to the school mobile to contact member of SLT on duty
- Children will always remain within sight of an adult, except when privacy is required for changing or toileting.
- Children will only be released to an agreed adult.
- The outside play area will be inspected to ensure that all fences and gates are secure.
- Children will be made aware of the boundaries of play.
- The school building has already been checked by BCC Health and Safety Officer and Fire Officers to ensure the premises are fit for purpose prior to Early Birds and Bluebells Club opening. Fire doors are not obstructed or held open.
- All dangerous materials including medicines and cleaning materials are kept out of reach of children.
- Activities such as cooking will be risk assessed prior to introducing them to ensure that risks are minimalised.
- All our clubs will follow the emergency evacuation procedures that are detailed in every room in the Iver Village Junior School building.
- Fire drills will be practised every term. New children & staff will be made aware of the procedures as soon as they arrive for the first time.

### **Security**

Our clubs to the best of their ability will protect children from every form of harm & danger, including all types of abuse & exploitation, 12 of 24 bullying, discrimination, accidental injuries & death. Early Birds and Bluebells Club will aim to give children security & stability whilst in the club.

All staff will need to know the safeguarding policy & procedure, and what to do in the event if any abuse is suspected. Behaviour agreements will be upheld, and risk assessments will be performed regularly. These three points are explained more in detail under their relevant

headings – safeguarding/ child protection; behaviour management and health & safety. Holiday club will have direct contact with a lead SLT for any concerns or worries.

Children will be supervised at all times, and should remain within the specified boundaries. Anybody wishing to visit the club should contact the supervisor to arrange a time.

### **Emergency Procedure**

Early Birds, Bluebells and Holiday Club will follow the schools procedure.

1. On hearing the alarm the children will stop what they are doing and leave the school building via the nearest door to the playground, then line up by the shelter.
2. A staff member will collect the register & contact details; first aid box and walkie talkie.
3. A staff member will escort the children to the designated collection point on the school's playground and call the register.
4. Following the register, any children, staff or visitors who are not present will be informed to the police/ fire emergency staff.
5. The supervisor will check the Club part of the building to ensure that all the children and visitors are safely out.
6. The supervisor will contact the emergency services, and if necessary, parents will be contacted to collect the children.
7. Children at the club will only be re-entered once the fire warden or the supervisor has deemed it is safe to do so.
8. Fire drills will be practised termly.
9. New children and staff will be made aware of the procedure as soon as they arrive for the first time.
10. Whenever the children play outside, the play leader will carry a whistle to alert the children of danger.

### **Hygiene**

Our staff have undergone training in relation to food hygiene and has gained a level 2 in food safety.

Health & hygiene standards will be followed to prevent infection & cross contamination. Illness suffered by either children or staff shall observe correct protocol for attendance at our clubs. Food safety checks and accurate documentation will be carried out regularly.

Food items for snack & cooking are bought from local supermarkets and stored in the kitchen in a cool and dry place, or in the fridge as required. Stored food is regularly checked to ensure it is in date, and the system of 'first in, first out' is always employed.

Before serving snack or cooking, allergies are checked for each child, to ensure they are not put at risk. A list of children with allergies or food preferences is kept in the office.

Spillages on counters or floors are cleared up immediately using appropriate cleaning fluids and floor cloths.

Tables are sanitised before use for snack or lunch. They are also cleaned after messy play such as play dough, painting etc.

Toys and equipment are cleaned regularly, and during an outbreak of infectious illness we would consider suspending play with water, sand and all other forms of messy play, if appropriate.

Hand washing by staff and children is carried out with warm water and soap after all toilet sessions and before eating, drinking or food handling. Children are supervised to ensure they are washing hands efficiently and use disposable paper towels to dry hands. Anti-bacterial soap is available in the kitchen for staff to use before and after food preparation.

General cleaning of all rooms including the kitchen and toilet area is carried out daily by our cleaner, and additionally whenever required during the school day.

### **Medication**

Medicines should only be taken to clubs when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the setting session. Our clubs can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Early Birds, Bluebells and Holiday Club cannot administer any paracetamol-containing medicine, as it is non-prescribed medication.

Medicine must be in a safe container with the child's name and dosage requirements clearly labelled. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container If the medicine is to be administered by the child, this should be clearly stated.

Staff are unable to administer inhalers, epipens or suppositories without specialist medical training.

All medicines will be kept out of reach of the children, and refrigerated if necessary.

If children in holiday club require medicine the leaders will follow the schools 'Administering medicines Policy'.

### **Illnesses, first aid accidents and incidents**

Our staff have been on the first aider training and has the relevant qualifications.

If a child becomes ill whilst at club, they will be placed in a quiet area, and observed. If there is no improvement or their condition worsens, then the parent will be contacted and asked to collect their child. An accident form shall be completed and given to parents on collection.

A first aider will always be on the premises. Staff keep a fully stocked first aid box on the premises, which is regularly checked. Regular training will be ongoing so staff knows how to recognise & deal with various types of illness & first aid needs – e.g. infectious diseases.

If a child needs to go to the hospital the parents will be contacted. An escort will be provided if the parents are unable to get to the club quickly. If a member of staff needs to accompany the child, it may be necessary to contact all parents and close the session if the ratios are compromised. OfSTED will be informed of any major incidents that occur, in accordance with relevant care standards. The child's registration records will accompany them to the hospital as these contain emergency contact numbers and personal details such as allergies and vaccinations.

### **Complaints and Consultation**

We aim to work in partnership with parents and the community and welcome suggestions on how to improve our service.

If parents have a complaint they may be taken to the Head Teacher – Miss Jill Digweed. Verbal complaints will be recorded and a response given within 48 hours. For written complaints, a response will be provided within 4 working days.

If the parent is not satisfied with the response they may put their complaint in writing to the Chair of the Governing Body, or request a consultation meeting. It would be good practice if both partners had a witness present and the meeting was recorded. If the parent is still not satisfied with the outcome they have the right to complain to OFSTED on 0300 123 1231. Alternatively if desired a mediator could be involved.

The following details should be documented:

- the reason behind the complaint
- the action taken initially
- subsequent action
- the person responsible for investigating
- the time scale
- a review of the effectiveness of the actions taken.

A copy of the complaint record, including a written record of the outcome (and minutes of any consultation meetings) will be held on file.

The person investigating the complaint should:

- Determine what is required to achieve a satisfactory outcome.
- Develop an action plan to resolve the problem.
- Identify the people needed to resolve the complaint and request necessary assistance and support.

Please refer to the school's complaint's policy for all details.

### **Safeguarding/Child Protection**

The clubs staff have a duty required by law to take action if they suspect a child may be subject to abuse. Concern is first and foremost for the child. The staff's responsibilities do not include investigating the suspected abuse. This is the role for the Buckinghamshire Safeguarding Children's Board (BSCB - formerly the Area Child Protection Committee (ACPC), who have statutory powers and obligations under The Children's Act 1989 and under Article 19 of the United Nations Convention on the Rights of the Child, which sets out the principle that all appropriate measures shall be taken to "protect the child from all forms of physical and mental violence, injury or abuse, neglect to negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child". This includes "prevention and the identification, 17 of 24 reporting, referral, investigation, treatment and follow-up of instances of maltreatment.

### **Procedure and Training**

All staff will be police checked prior to working at the club. A full employment history will be sought and clarification required for any unexplained gaps. Two references will be taken up on all staff and a probationary period will be incorporated into staff contracts.

Visitors and volunteers that are not cleared will not be left alone with children. A record of all visitors will be kept and they will be issued with identification badges.

All staff will undertake child protection training as part of their induction. This will be followed by a one day course within the first six months of their employment.

Please refer to the school's safeguarding policy for full information.

### **Equal Opportunities**

Our clubs aims to respect the cultural diversity of the children and families who attend the school and the club. The equipment we use and the activities planned will reflect the cultural diversity of the club, the school and 20 of 24 the wider community. We aim to cater for boys and girls and children of all levels of ability are welcome. Any prejudice shown towards children, staff, members of

the Management Committee or visitors to the Club will be challenged. Staff will try to accommodate parental needs when planning meetings and events.

The Club works in accordance with all relevant legislation including:

- Disabled Persons Acts 1958,1986
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989
- Day Care Standards

The Clubs will ensure that the best person will be appointed to each job, regardless of race, gender, social background or culture. Commitment to implementing the group's Equal Opportunities policy will form part of the job description for all workers.

The Club is open to all children in the community regardless of race, gender or social background.

These will be chosen to reflect a balanced view of the world and to give children an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory images or messages about any group of people.

Activities will be available to all children and families. They will be adapted to enable all children the opportunity to take part. Clubs will endeavour to ensure that the children's individual needs are met. Children will be treated as individuals and respected. Medical, cultural and dietary needs will be met.

Discriminating remarks and behaviour will not be tolerated. The response will aim to be sensitive to the victim(s) and to help those responsible to understand and overcome their prejudices.

Activities will be adapted to enable all children to take part. The Clubs will endeavour to ensure that all children's individual needs are met. Children will be treated as individuals and respected. Medical, cultural and dietary needs will be met. The Club will try to accommodate parental needs when planning meetings and events.

### **Quality Assurance and Consultation**

Clubs are committed to providing a quality service for children and their families, and ensuring that we meet your needs. Early Birds and Bluebells Club aims to provide a varied and stimulating environment for the children attending. We welcome feedback from children and families on how we might improve our service.

A suggestions box is available in the main reception of the school, and questionnaires will be distributed at least annually to both children and parents.

However, we do encourage parents to consult with the supervisor or governing body on a regular basis about the needs of their family. Any concerns will be dealt with in a confidential manner.

## **Play and Recreation**

We have taken guidance from the Buckinghamshire Play Recreation policy (2006), and outlined our aims below. The procedures for implementing these points is detailed throughout this document.

Early Birds, Bluebells and Holiday Club aims to provide children with a setting environment that focuses on their needs, identifying their basic rights & wishes, and promoting opportunities for change, new ideas & lasting overall development.

We aim to provide play access into clubs for all, regardless of class, race, gender and ability. We recognise the vital benefits of play for all children, and endeavour to provide the best play opportunities.

Our clubs aim to provide a service to be able to meet everybody's needs. For the providers, it creates employment opportunities, flexible working hours and first-rate experience of working with children/parents/carers and gaining an understanding of what is needed and providing a quality service with the utmost professionalism.

For the children, clubs endeavours to provide a service that gives them the chance to reach their full potential in an environment that is stimulating & challenging. This is also where they can have fun with their friends and the chance for new experiences

For parents/carers, especially those who work, our clubs gives a sense of security that their child(ren) are in an environment being looked after by qualified professional staff. It gives them flexibility to do their normal working days.

This policy aims to outline the importance of play for all concerned, children, parents/carers and staff and promote ongoing training to provide quality play with reasonable levels of risk; contributing to best practice.