

Policies and Procedures

SCOTTIES AND AFTER SCHOOL CLUB



SCOTT
Primary School
Play Leader - Zoe Ross

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Scotties Before and After School Club adheres to all of Scott Primary School policies and procedures. Policies are available on request or can be found at the following link <http://scottprimary.co.uk/school-policies/> . However, some of the policies and procedures have been adapted to best suit the club and children needs.

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Administering Medication Policy

If a child attending Scotties Before & After School Club requires prescription medication of any kind, their parent or carer must in advance, complete a permission to administer medicine form. Staff at the Club will not administer any medication without such prior written consent.

If children require medication (e.g. asthma inhalers), the Club staff will keep the medication safe until it is required. Inhalers must be labelled with the child's name. Scotties Before & After School Club can only administer medication that has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a medication Log. They will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will -

- Check that Scotties has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication given form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given. When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

Arrivals and Departures

Scotties Club recognises that the safe arrival and departure of all children in our care is paramount. The staff will ensure that an accurate register is kept of all children attending the club.

Escorting children to Scotties at the end of the day-

All Class teachers receive a list of children attending Scotties at the end of each day. The Class teacher or teaching assistant will escort the children to Scotties ensuring all the children on the list arrive safely. The children will be marked in on the register when they arrive.

Children departing the club -

When any child leaves Scotties Before and After School Club their name is highlighted, to show they have left the club. The register is kept in an accessible location within the club at all times.

Morning arrivals-

The children will be greeted by the staff and marked onto the register on arrival.

Collection -

The child's parents or carers must inform the staff in Scotties in advance if someone who is not listed on the collection list is to collect the child.

The Leader will contact the child's parents/carers for confirmation if they have any concerns regarding the collection of the child.

Late pick up -

Parents and carers must notify the staff if they running late to collect their child. There is a £5 late collection fee for every 5 minutes you are late. If the staff are unable to get hold of any guardian then the **Uncollected Child** policy will be followed.

Uncollected Children

If a child is not collected at the end of the session, and the parent or carer has not notified the staff that they will be delayed, we will follow the following procedures;

5 minutes late -

A member of staff working in Scotties will call the child's parent/ carer or emergency contact number to establish when and by who the child will be collected.

When the parent or carer arrives they will be reminded they must call the club and notify the staff of their late arrival.

Up to 15 minutes late

When the parent or carer arrives they will be reminded they must call the club and notify the staff of their late arrival.

If there is no response from the parent or carer messages will be left requesting that they contact Scotties immediately.

The staff will begin to contact other adults on the emergency contact list.

Over 30 minutes late -

If the staff have been unable to contact the child's parents or emergency contacts, staff will contact social services for advice.

The child will remain in the care of Scotties staff until the child's parent or carer arrives or the child has been placed in the care of Social Services.

Persistent lateness -

The Leader will record incidents of the late collection and will discuss this with the child's parents/ carers. Parents and Carers will be charged £5 for every 5 minutes they are late.

If parents/carers are persistently late they may lose their place in the club.

Safeguarding

In regards to safeguarding children, if a young person was to disclose any sensitive information, staff will record this information on a Safeguarding form and pass it on to the Head Teacher (Mrs Anita Barker). If Head Teacher is unavailable, this will be passed on to one of the Deputy Safeguarding Leads- Mrs Rycraft or Mrs Weeraisie. If neither of the Safeguarding Leads are available then the Play Leader (Zoe Ross) will contact MASH to make a referral.

We ensure all children are safeguarded by-

Adhering to the Schools Safeguarding Policy

Ensuring all staff have an up to date DBS and have undertaken regular Safeguarding and Prevent training

Ensure that the staff communicate well with other staff member and professional.

If abuse or any form of radicalisation is suspected or disclosed-

When a child makes a disclose to a member of staff, that staff member will;

Reassure the Child

Listen to the Child

Record the incident, ensuring the time, date and location is recorded

Report the disclosure or concern to Mrs Anita Barker, Mrs Rycraft or Mrs Weeraisie if this is not possible contact MASH.

MISSING CHILD POLICY

The safety of our pupils is our priority whilst they are in our care at Scotties. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

In the event of a member of staff fearing that a child has gone missing while at school -

The member of staff who has noticed the missing child will calmly inform the Leader.

Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.

Staff will count and name check all the pupils present against the register while the group are assembled in one place. At the same time all other available staff will conduct a thorough search of the premises and notify the Head Teacher or Senior Teacher if the child is found immediately.

A thorough check of all exits should be made to make sure all gates/doors are locked / bolted and there are no other ways a pupil could have left the Club. If something is discovered this needs to be drawn to the attention of the staff immediately.

Staff will then begin a search of the wider area immediately the safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues. At the same time the CCTV will be reviewed.

If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head Teacher/ Leader or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers ask them to bring a recent photograph of their child Staff must try to remember and write down a description of what the child was wearing and any distinguishing features. If

the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

Behaviour Management

Scotties Before and After School Club recognises the importance of using effective behaviour management strategies in promoting children's welfare and enjoyment.

Working in partnership with parents we aim to -

Manage behaviour using clear, consistent and positive strategies

Scotties follows the Schools rules which are clearly displayed, and discussed regularly.

The designated member of staff responsible for behaviour management is Zoe Ross.

Whilst at the Scotties we expect the children to -

Use Socially acceptable behaviour

Comply with the school rules

Respect one another, accepting differences of race, gender, ability, age and religion.

Develop their independence by maintaining self-disciplined

Choose and participate in a variety of activities

Ask for help if needed

Enjoy their time at Scotties

Encouraging positive behaviour -

Staff acting as positive role models

Praising appropriate behaviour

Rewarding the children with Dojo's golden minutes and house points

Offering a wide range of age appropriate toys and activities

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 discuss why the behaviour displayed is deemed inappropriate

Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation

All behaviour incidents will be informed to parents and logs on a behaviour form.

Behaviour forms will be reviewed every half term to identify any patterns or trends

Physical Intervention;

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or other children.

In the case that a member of staff need to use physical restrained, an incident form will be completed and the child's parents will be informed.

Play Policy

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves. According to the Statutory Framework for the Early Years Foundation Stage (2021)

“Play is essential for children’s development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults.”

At Scotties Club we recognise the importance of play to a child’s development. The Scotties staff support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

Facilitating play we support and facilitate play by -

- Providing an environment which is age appropriate, safe and suitable for playing in
- Setting up the Club so that activities are ready before the children arrive
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered
- Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why
- Not expecting children to be occupied at all times
- Making outdoor play available every day, unless the weather is particularly bad
- Involving children in planning activities, to reflect their own interests and ideas

- Planning activities that enable children to develop their natural curiosity and imagination
- Allowing children freedom of creative expression, particularly in artistic or creative play
- Intervening in play only when necessary - to reduce risks of accident or injury, or to encourage appropriate social skill.

Risk Assessment Policy

Scotties uses its risk assessment systems to ensure that the club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks. The Head Teacher, Club Leader and Site Agent will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Head teacher to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out -

- Whenever there is any change to equipment or resources
- When there is any change to the Club's premises

Daily checks we will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (eg by cordoning it off) and then notify the Head Teacher or Site Agent. The staff will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring. The staff must report dangerous events to the Head teacher and Site Agent, who will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The Club will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified. Related policies

Anti-Bullying Policy

The purpose of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is an anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to benefit fully from the opportunities available in school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

We consider the following to be bullying:- Name calling, teasing, taunting making reference to personal appearance or qualities, insulting remarks about parents or family, persistent calling or unkind nicknames, racial or sexual harassment, threatening others, deliberately excluding or isolating others, verbal threats or malice, intimidation or extortion, forcing others to do something against their will, fighting in a vicious uncontrolled way with intent to harm, playing on the fears or personal circumstances of others, forming groups or gangs to target individuals.

We believe that it is crucial to prevent bullying through exercising vigilance on pupil behaviour and developing a clear set of guidelines and procedures. We believe that it is important to promote and reinforce positive behaviour and ensure that children clearly understand which behaviours are acceptable and which are not, this is re-enforced throughout the daily routines. It is important to help children distinguish between bullying, boisterous play and bossiness. Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults.

There may be evidence of changes in work patterns, lacking concentration or truanting from school. Pupils must be encouraged to report bullying in schools.

If a child is being bullied -

- Reassure the child you are there to help
- Record conversation (include the date, time and location)
- Speak to parents
- Inform Club Leader (Zoe Ross) and Head Teacher (Anita Barker)
- If the problem does not get resolved, and in serious cases a child's registration may be removed

Equal Opportunities

Scotties Before and After School Club value the individuality of all our children. We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of our children's varied experiences and needs.

This policy is intended to help to ensure that Scotties promotes the individuality of all children, irrespective of ethnicity, religion, attainment, age, disability, gender or background.

Staff will seek to -

- To provide age-appropriate experiences for all pupils.
- Scotties will reflect the fact that Britain is a multi-cultural society. It will promote respect for all cultures and educate against racism and bigotry.
- It will promote awareness of gender issues and educate against sexism.
- No pupil will be discriminated against on the basis of socio-economic circumstance.
- Pupils will be given equal access to, and support in the use of materials, resources and equipment and, as necessary, special equipment or resources to meet their individual needs.
- Resources will be presented that avoid stereotyping, promote positive images and give equal emphasis to the roles of men and women in society.

- Materials will be used that reflect the richness of the multi-cultural society within which we live.
 - Staff will be mindful of equal opportunities when new resources are brought into Scott Primary School.
 - Areas in and outside the classrooms will reflect the needs and interests of all pupils.
 - Language will be used to promote a positive self-image. Stereotypical language referring to an individual's ability, age, gender, race, religion will be challenged by staff.
 - Rewards and sanctions will be awarded fairly.
 - Displays of pupils' work will reflect the value we place on individual achievement.
 - Members of the Club will be polite and welcoming to all visitors and parents.
 - Everyone at Scotties will be valued, regardless of age or intellectual ability.
 - Whilst recognising the individual needs of pupils, expectations of achievement and behaviour will be high.
 - Staff will promote equality of opportunity through classroom methods that do not discriminate.
 - Pupil lists used directly with the pupils e.g. registers, shall be in alphabetical order without gender discrimination. Mixed gender activities will be the norm.
 - Tasks around the club will be offered equally to boys and girls, younger and older pupils.
 - Staff will ensure that pupils may express their thoughts and feelings without fear of ridicule or embarrassment.
 - Staff will make sure that they spell and pronounce names correctly, and encourage pupils to accept and respect names from other cultures.
- Assessment, Recording and Reporting

- We recognise the right of every person in the club to be free from verbal or physical harassment. All violence is unacceptable.
- Parents will be informed that Scott Primary School is committed to equality of opportunity, and that pupils are expected to respect the standards of the school.

Healthy Eating Policy

Scotties will provide healthy, nutritious and balanced food and drinks. Food and drink will be safely prepared with regard to the dietary requirements of the children in our care.

We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

Scotties will promote healthy eating and will lead by example

We will provide suitable healthy snacks for all the children (in the appropriate sessions)

Children will be encouraged to develop good eating skills and table manners

All children will be given plenty of time to eat

Where appropriate, children will be involved in planning and preparing food and snack

Fresh drinking water is available at all times

Fresh fruit will be available at the appropriate sessions

Staff will discuss the importance of a healthy balanced diet with the children

We will avoid excessive amounts of fatty or sugary foods

Children will not be forced to eat or drink anything against their will.

Complaints Procedure

If you feel unfairly treated or are unhappy in any way with the care your child receives then a complaints procedure exists. In the first instance any complaint should be made to the Club Play Leader;

MISS ZOE ROSS

SCOTTIES Out of School Club.

This should be in writing stating the names of the people involved, the relevant dates and the nature of the complaint. Further details of the complaints procedure can be found in Scott Primary Schools complaints policy.