

## **Welcome to St. John's Out of School Club**

**07974 472270**

### **Child Protection**

We are committed to ensuring the welfare and safety of all children in the Out of School Club in line with the school's policy. The designated person responsible for child protection is the Headteacher, Mr Darren Barrow, supported by the Playleader, Mrs Sharon Pryke.

### **Security**

Whilst the children are in a designated 'out of school' club room, the external door remains locked. Parents need to press the buzzer and wait for a reply. The main entrance to the school has a key pad entry system.

### **Health and Safety Policy**

The safety of children in our care is paramount and is in line with the school's policy. We aim to ensure this by:

- Carrying out all activities safely by completing risk assessments.
- Providing necessary and up-to-date information on developments in legislation to all staff.
- Complying with all legal requirements.
- Issuing safety instructions to children where necessary.
- Training staff where necessary in areas such as first aid, health and safety, and food hygiene.
- Making sure that medical facilities are readily available and well stocked.
- Making sure that all food is prepared and stored appropriately.
- Having a strict procedure for collection of children and ensuring they are delivered safely to parents/ carers at home time.
- Having regular fire drills and keeping fire fighting equipment in good order.
- Keeping up-to-date records on children's health requirements/ allergies.

## **Illness**

If a child takes ill whilst in the Out of School Club, we will contact parents immediately, so that they can arrange for their child's early collection. If a child has been prescribed medication and a parent wishes a member of the Club staff to administer it on a parent's behalf, they must complete an Administration of Medicines Form. The form must be returned to the Club along with the medicine, labelled clearly with the child's name and instructions for administration. This includes inhalers for asthma.

## **Collection of Children**

Children will only be released to those authorised for collection on the Registration Form. If for any reason someone different is collecting a child, the playleader will be informed. No child will be allowed to leave the premises without confirmation from the parent.

## **Bookings Procedure**

Term time bookings can be made at any time via the Playleader. Places are offered subject to availability.

## **Payments Procedure**

We operate a 'book & pay' system, where as far as it is possible, you book and pay for sessions at the beginning of the week, or for a longer period; fortnightly or monthly in advance. We produce an invoice each month detailing your child's attendance and showing payments you have made. However, where payment is late, for a good reason, an invoice will be sent to you and we expect prompt payment of outstanding amount. If for any reason you have problems or queries regarding the bill, please let the Playleader know as soon as possible. All matters will be dealt with confidentially.

## **Meals and Snacks**

A nutritional breakfast is provided in the Early Bird session and a snack will be provided in the afternoon session. We will encourage the children to try a variety of nutritional foods from around the world to suit all cultures and tastes. Drinks will be available at all times. If your child has an allergy to a particular food, please state this on the Registration Form. Children are required to bring a packed lunch during school holidays.

## **Activities**

St John's Out of School Club offers a wide range of activities to suit all ages and abilities. During term time, children have a choice of games, books, jigsaws, computer games, music, videos, art, crafts, modelling, baking, science, sports, team games and much more! During the holiday periods there is a programme of activities for the children to enjoy. Activities include art, crafts, kite making, baking, puppet making, clay modelling, plus lots more!

## **Policies**

We follow the school's policies and copies of these are available, eg

- Child Protection
- Health & Safety
- Behaviour Equal Opportunities
- Special Educational Needs

## **Complaints/Comments Procedure**

We try to be flexible in accomodating the needs of parents. We value your thoughts and opinions immensely. If you feel there are any areas of our provision that do not meet your needs, or any areas in which we can improve, please do not hesitate to let us know.