



# **P R O S P E C T U S**

## **THE RALEIGH SCHOOL**

### **EXTENDED DAY CLUBS (EARLYBIRDS & SHIPMATES)**

**Reviewed: March 2019**

**Next Review: March 2022**

The aim of the Clubs is to provide good quality, out of hours care for children at the Raleigh School. This will be in a safe, secure environment, offering activities to ensure relaxation and stimulation to promote children's well being and meet their individual needs.

#### **1. Policies and procedures**

The policies and procedures in this booklet will be reviewed every 3 years.

#### **2. Operating hours**

Both extended day clubs will operate during term times only for 38 weeks a year, excluding those Inset days within the Raleigh School calendar.

Earlybirds is open between the hours of 7.40 am to 8.40 am Monday to Friday.

Shipmates is open between the hours of 3.15pm and 5.45pm Monday to Friday. The exceptions to this are likely to occur on the last day of term when school closes at 1.30pm.

Children should be taken in to Earlybirds by a responsible adult and handed over to a staff member who will mark a register to indicate the child is present at the club. Children attending Earlybirds are taken by club staff into the playground by 8.40am and then follow the procedure for children arriving at school at the normal time.

Children arriving at Shipmates, either at the end of the school day or, following attendance at an after-school club, will be marked in the register by a member of the Shipmates staff to indicate the child is present. Children must be collected from Shipmates by a responsible adult who will be required to sign and indicate the time the child was collected.

#### **3. Breakfast/Tea**

A buffet-style breakfast will be available and may consist of toast, crumpets, cereals, petit filous, juice or milk. This is included in the fee.

A buffet-style tea will be available and may consist crumpets, crackers, wraps, toast, pasta, various fruits, squash or water. This is included in the fee.

The school is a nut free zone.

#### **4. Content**

At Earlybirds, there is a range of appropriate indoor activities and, weather permitting outdoor activities to ease the children gently into the day once they have finished their breakfast.

At Shipmates, there is a range of appropriate indoor activities and, weather permitting outdoor activities.

At both clubs, there will also be the opportunity for children independently to do homework.

#### **5. Price structure**

Earlybirds is currently charged at £8 per session or part session and Shipmates is currently charged at £14 per session or part session. Charges will apply other than if a child is representing the school at a sporting event or, is on a day trip and/or a residential organised by the school. Charges are reviewed annually.

The school reserves the right to request a waiting list deposit.

#### **6. Late Collection (Shipmates Only)**

If you are unable to collect your child at the agreed time, please contact the club direct on **01483 281903** to let us know what alternative arrangements you have made. If another person is collecting your child and is previously unknown to staff, that person will need to bring photographic ID with them. We will only release a child from our care if we are fully satisfied that we have been authorised to do this and have seen relevant identification.

If children remain uncollected by 6.30pm the Designated Safeguarding Lead will be contacted and will involve Social Services.

#### **7. Late Fees (Shipmates Only)**

If a child is not collected when the session ends at 5.45pm, late fees will apply as follows:

£15 per child collected between 5.45pm and 6pm  
£20 per child collected between 6pm and 6.15pm  
£25 per child collected between 6.15pm and 6.30pm

## **8. Admissions/bookings**

All children on roll at the Raleigh School may be admitted subject to availability.

Places at the Clubs will be allocated each academic year according to the following criteria where availability exists:

1. Children with existing places at the club
2. Children attending the Raleigh School with a parent/carers who is a supervisor or playworker at the Clubs or the child/ren of a member of staff
3. Children with siblings already attending the Clubs
4. Children with exceptional circumstances, at the discretion of the Headteacher
5. Any other child attending the Raleigh School – priority here will be given to bookings that fill the existing pattern of spaces, on a first-come, first-served basis

## **9. Payment**

Payment must be made **in advance** on a half termly basis. Payment should be made via Tucasi, our on-line payment system. The system will reflect the sessions and amount payable for each half-term. If payment is not made by the end of the second week of any half-term, the place will be withdrawn.

Ad hoc bookings will be accepted, but we cannot guarantee that there will be spaces available on the required day. Payment for ad hoc bookings must be made either in advance or on the day. Please give as much notice as possible for ad hoc bookings as availability may be limited.

We accept voucher payments from Computershare, EdenRed, Kiddivoucher, Sodexo, Care4, Fair Care, P & MM, Allsave and Busy Bees Vouchers. Please contact us for further information.

## **10. Emergency contact number**

The contact number for the Extended Day club is 01483 281903 – this will be available from 7.30 am until 8.40 am and from 3.15pm to 6pm. It is only for emergency contact and outside of these hours, enquiries/calls should be made to 01483 282988.

## **11. Cancellation**

Notice to terminate a booking must be given 6 weeks in advance, in writing by a parent/guardian and should not include holiday periods. Parents/guardians are responsible for informing the school if their child/children are unable to attend a pre-booked session by telephoning 01483 282988 or by emailing [info@theraleigh.org](mailto:info@theraleigh.org).

## **12. Registration**

As the Clubs' provision is run by the school, it is registered with OFSTED under the school's registration number 137014. The Clubs' adult to child ratio is 1:8.

## **13. Insurance**

The School, including the Clubs, has Employers' Liability and Public Liability insurance. A copy of the certificate is displayed in the School Office.

## **14. Staffing**

The Clubs will be led by school staff – see the table of nominated representatives. All staff will have Enhanced Disclosure & Barring Service disclosure and a member of staff leading each session will have full paediatric first aid training.

## **15. Settling in**

We want children to feel safe and happy in the Clubs in the absence of their parents and carers and to recognise other adults as a source of authority, support and friendship.

Children find it difficult to play and learn successfully if they are anxious and unhappy. Our settling procedures aim to help children feel comfortable in the setting.

In order to accomplish this we encourage parents and carers to visit the Club with their children before starting, where possible, so that the children can meet and familiarise themselves with the staff

Children are encouraged to talk about things that interest them, likes and dislikes, so that where possible activities could be provided that will be appropriate and interesting to all children.

## **16. Confidentiality**

The Clubs' work with children and families will sometimes bring us into contact with confidential information.

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

- Parents/guardians will have ready access to files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purpose of Club management, with people other than their parents and carers. All

discussions will be held in an area where the conversation can be private.

- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared except on a need to know basis.
- Information given by parents and carers to the Clubs will not be passed on to other adults without permission.
- Issues to do with the employment of staff whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

All the undertakings above are subject to the paramount commitment of the Clubs to the safety and well-being of the child. Please see also the school's policy on Child Protection & Safeguarding which is available in the Club's office.

## **17. Working in partnership with Parents and Carers**

Parents and carers are the first educators of young children. The Clubs aim to support their essential work, not to supplant them.

In order to do this we:

- Ensure that all parents and carers have opportunities to contribute their own skills, knowledge and interests to the activities of the Club.
- Welcome the contributions of parents and carers, whatever form these may take.
- Make all new parents and carers aware of the Clubs' systems and policies. These are to be found in the Clubs' Office.

## **18. Behaviour management**

From time to time children may display unacceptable behaviour. This is a normal part of a child's development. With careful guidance behaviour can be modified so that the child can realise his/her potential within the Clubs.

Within the Clubs, the Supervisor is responsible for co-ordinating behaviour issues; please refer to our schedule of named representatives for details.

Within the Clubs, we aim to encourage socially acceptable behaviour by praise and example – i.e. treating children as we would wish to be treated.

We aim to encourage the development of the child's sense of right and wrong. By having adequate supervision and a variety of activities appropriate to the age and stage of development of the children, we aim to foster positive behaviour.

Unacceptable behaviour will be discussed with the child at the time, in language that the child will understand. Adults will not shout or raise their voices in a threatening way.

If distraction and diversion is not successful the child will be asked to leave that activity for a short time and an alternative activity will be offered to the child. Time out with an adult to reassure the child often helps and will be available.

A consistent method of dealing with the individual needs of each child will be arrived at through discussion with parents, carers and staff. All staff will apply the Raleigh School Behaviour Policy which includes the school's anti-bullying policy and is available in the Club office..

## **19. Missing or lost children**

If a child fails to arrive for a booked session at the Shipmates club and no communication has been received about this, then a member of staff will ring home to check.

If a child is identified missing once registered, staff will raise the alarm immediately and ensure the rest of the children keep together and are calm. Staff will ensure they remain calm and that the remaining children are not distressed as a result of the staff's reactions.

A staff member will inform all available adults to help find the child. Parents should be informed immediately after the initial search – this should take no longer than 5 minutes. The Designated Safeguarding Lead will then be contacted to decide on further action.

## **20. Health & Safety**

We believe that ensuring good health and safety for all children and adults is of paramount importance. We aim to minimise hazards and risks to make it a safe and healthy environment for children, parents/carers, staff and volunteers.

Within both Earlybirds and Shipmates clubs we have a member of staff responsible for co-ordinating health and safety policy and practice, please refer to our schedule of named representatives for details.

### Risk Assessment

Our risk assessment process includes checking for hazards and risks inside and outside and in our activities and procedures. Our assessment covers adults and children. As a consequence of these assessments we decide which areas need attention, develop an action plan, which specifies the funding required. A visual check on the Breakfast Club room is made every day before the children arrive. A fuller inspection is carried out termly by the Governing Body's Resources Committee.

## Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service have unsupervised access to the children, including helping with toileting.
- All children are supervised by adults at all times in accordance with our registered ratios.
- Children do not have unsupervised access to the kitchen area or any cupboards storing hazardous materials including matches. All dangerous materials including medicines and cleaning materials are stored out of the reach of children.

## Fire Safety

In the event of a fire or emergency where the building must be evacuated each member of staff has an allocated role. All staff, volunteers and children will evacuate on to the school's designated evacuation point. Regular fire evacuation practices will be carried out.

## Good Hygiene

Good hygiene will be encouraged ensuring that children wash their hands before meals and after the toilet. We ensure that the environment is clean and tidy and that staff are aware of good health and safety practices.

Food hygiene is subject to Guildford Borough Council, Environmental Health annual checks.

## First Aid

At any one time at least one member of staff holds a paediatric first aid certificate.

A correctly stocked first aid box will be available at all times in the Club office. Our Accident Book is kept safe and accessible in the Club office for the recording of accidents and incidents.

## Prescribed Medication

All medication must be brought in to the Club by a responsible adult and must be clearly labelled with the child's name, dosage and any instructions. Parents/carers will be required to fill in a permission form before any medication can be given. A record will be kept of medication given to any child. Forms may be obtained from the Club office, the school office or the school's website.

In line with school policy, doctors should be asked to prescribe medication in doses that can be given outside of school hours wherever possible.

## Illness

Our policy for the exclusion of ill or infectious children is discussed with parents. Parents are asked not to bring their child if they have been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

## **21. Child Protection**

At both Clubs, we aim to create an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The interests and safety of each child is our prime concern and where there is a conflict of interests between the child and parents/carers, the welfare of the child is paramount.

Within both Clubs we have a member of staff responsible for co-ordinating child protection issues, please refer to our schedule of named representatives for details.

### Staff Recruitment and Conduct

Candidates applying for a post within the Club are informed of the need to carry out checks before posts can be offered. We abide by DfE and Ofsted requirements in respect of references and enhanced DBS checks for staff, to ensure that no disqualified or unfit person works in the Club.

If a member of staff is accused of abuse, the Designated Safeguarding Lead would investigate using the Trust Complaint Policy. All complaints would be taken seriously and a full investigation made into the allegations.

If a member of staff develops concerns for a child whilst in our care or a child discloses information to them, staff members will seek advice from the Designated Safeguarding Lead. The school's Child Protection & Safeguarding policy, a copy of which is in the Club office, will be followed.

## **22. Equal Opportunities**

The Club is committed to providing equality of opportunity for all children and families. We believe that no child, individual or family should be excluded from the clubs' activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help at the Clubs have an equal chance to do so.

Within the Clubs we have key members of staff responsible for co-ordinating equal opportunities, please refer to our schedule of named representatives.

Children with Special Educational Needs like all other children are admitted to the Clubs. Once staff are aware of each individual child's needs, after consultation between parents/carers and staff including the Special Needs



Co-ordinator (SENDCO), arrangements can be made to ensure continuity of care.

Children with special educational needs will be included in all activities. Planning will be guided by the children within the Clubs. Club staff will ensure all children are encouraged to grow in confidence and become independent .

Close liaison with the parents/carers of SEND children is most important to us. We hope to foster this by;

- Providing regular verbal updates on the child's progress and the steps being taken.
- Ensure that all staff are aware of the individual child's needs.
- Offer support and strategies where appropriate.

The premises have access for wheelchairs.

### Employment

For both Clubs, we will appoint the best person for each job and will treat fairly all applicants for jobs.

No applicant will be rejected on the grounds previously stated. Commitment to the schools Single Equality Scheme policy will form part of the job description for all workers. Staff and volunteers will have access to training, resources and advice provided by Surrey Early Years and other training opportunities.

### At Play (the Curriculum)

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunity to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

### Resources

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

### Special Needs

The Clubs recognise the potentially wide range of special needs of children and families in its local community and will consider its contribution to meeting these needs.

### Discrimination, behaviour/remarks

These are unacceptable. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

### **23. Complaints procedure**

At times parents/carers may have concerns about the service provided; most of these can be resolved by talking to the Supervisor or Headteacher and taking appropriate and prompt action. However there may be occasions when parents/carers make a formal complaint about the service in writing or by e-mail. In this case the school complaints procedure will be followed. Details of this are available from the School or the Club office.

## Appendix

### EXTENDED DAY CLUBS

#### Named representatives

<b>Role</b>	<b>Representative/Contact</b>
Equal Opportunities	Club Leader Mrs F O'Neill (Headteacher)
Behaviour Management	Club Leader Mrs F O'Neill (Headteacher)
Special Educational Needs & Disability Co-ordinator (SENDCO)	Miss A Maclean
Complaints	Club Leader Mrs F O'Neill (Headteacher)  The Raleigh School Complaints Policy
Safeguarding & Child Protection	Club Leader Mrs F O'Neill (Headteacher)
Health & Safety	Club Leader
First Aid	Club Leader
Finance & Bookings	Mrs L Light (Office Manager)
Designated Safeguarding	Mrs F O'Neill (Headteacher), Miss A Maclean, (Deputy Headteacher)