

Burnt Yates Buddies Registration and Booking Procedures

Policy Statement

At Burnt Yates Buddies Club our policy is to make the club accessible to all Children and Families. We aim to ensure that our club welcomes all sections of the community through open and clearly communicated booking and Registration procedures.

Registration

The club accepts children aged 4 to 11 years who are in full time education. The club operates in the mornings from 8.00 until the start of school and from the end of the school day until 6pm, Monday to Thursday, with a morning session only on a Friday, Term time only. There is no afternoon session on the last day of term, when school finishes early. All children must be registered with the club in order to attend. A registration form must be completed for each child along with details of contacts and medical details. Parents/carers must update their contact details immediately following any changes. We ensure that information about the After School Club is accessible to all families, copies of our booking and registration forms are available from the school's reception and on the school website.

Session and Ad-hoc Bookings

Bookings can be made through the school office or via the designated mobile phone and payments should be made via ParentPay. Balances should be settled half termly. 24 hour's notice is required for bookings.

The club is flexible about attendance patterns to accommodate the needs of individual children and families.

'Ad-hoc' bookings may be possible, subject to 24 hour's notice and places being available. Bookings made with less than 24 hour's notice, will incur a surcharge of £5.00 per child per session.

Bookings are taken on a first come first served basis with priority given to those children attending every day. Children will be placed on a waiting list for particular sessions in the event of the club being full. Parents/ Carers will be contacted once a place becomes available.

Cancellations

24 hours notice of any cancellations, preferably by email, is required. If 24 hour's notice is not received, the sessions booked will be charged for as per the booking form.

Terms and Conditions of booking

- 1) Bookings must be made at least 24 hours in advance to the play leader, wherever possible.
- 2) Fee balances must be settled via ParentPay at the end of each half term.
- 3) 'Ad-hoc' bookings may be possible, subject to 24 hour's notice and places being available. Bookings made with less than 24 hour's notice, will incur a surcharge of £5.00 per child per session.
- 4) The club has the right to exclude a family for non-payment of fees.
- 5) 24 hour's notice of any cancellations, preferably by email, is required. If 24 hour's notice is not received, the sessions booked will be charged for as per the booking form.
- 6) All infant children will be collected from the classroom and escorted to the club by a Playworker. Junior children will make their own way to the club
- 7) Children must be collected promptly at the scheduled end of the session. Charges will be rounded to the next nearest half hour and persistent late collection may incur an additional penalty being charged.
- 7) Children will only be allowed to leave the club with a known parent or carer as identified on the registration form. The club will refuse collection of a child if the person is unknown to the Play Leader or no permission has been given. Please see our Collection Policy for full guidelines
- 8) In the event of an emergency during one of the sessions, children will be kept safely at the club until they are collected by one of the approved people above
- 9) The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent/ carer in order, to attempt to resolve the difficulties amicably. Please see Behavioural Policy .
- 10) Any accident or incident and resulting action will be recorded in the accident/ incident book.
- 11) The club will not accept responsibility for the loss or damage of any personal belongings
- 12) The club complies with OFSTED'S standards and the Early Years Foundation Stage and child protection guidelines as laid out in North Yorkshire Safeguarding Children Board guidelines.

Play Policy

Policy Statement

Burnt Yates Buddies Club is committed to providing quality play experiences for children aged 4-11yrs.

The club will endeavour to create a stimulating environment for children that will foster their independence and self-esteem and encourage them to make friends, whilst supporting the key components of every child matters:

- Staying safe
- Being healthy
- Enjoying and achieving
- Making a positive contribution

- Achieving economic well being

Our Playworkers will support and facilitate children's play by promoting the club's ethos.

Procedure

The club displays the clubs weekly activities and menu.

The club seeks to encourage and foster children's independence and self-esteem by allowing them to help make decisions as to how they want their club to run and how they would like their time to be spent at the club.

We support the professional development of our Playworkers and encourage them to develop their knowledge of Playwork and related areas. All staff will be required to complete the North Yorkshire Safeguarding Training Module and to have a current DBS check. The play Leader will be Paediatric First Aid trained.

Arrival/Departure

Policy Statement

It is Burnt Yates Buddies Club's policy to ensure all children feel welcomed and secure throughout their time at the club. It is Burnt Yates Buddies Club's policy to ensure that all children are safely collected from club by the appropriate named person.

Procedures

On arrival at the club the children will be helped to put away their belongings and any new children will be introduced to Playworkers, and shown where the toilets etc are.

If a parent/carer of a child wishes for them to attend another after school activity, but still needs them to come to the after school club, the Playleader and Class Teacher must be informed in advance by the parent/ carer. This will be marked on the register so that staff will know where children are at all times.

Once the children have settled down a register will be taken to ensure that all children are present.

If a child's name hasn't been called the parent/carer will be contacted to either collect the child or to ascertain whether they will be staying at the club.

If the Playleader is unable to contact the parents/carers the child will remain in the club until alternative arrangements have been made. The Headteacher will be informed that no parent/carer has collected the child after school.

It is the known parent or carer's responsibility to inform the club at least 24 hours in advance if the child will not be attending a session.

If during the register a child does not reply to their name firstly, the Play Leader will check with the child's teacher or the secretary to find out whether they attended school that day.

If the child is not at the club and did attend school, the Play Leader or a Playworker will check round the school before contacting the child's parents/ carers. If the Play Leader is unable to get in contact with the parents/ carers or the emergency contact, the Police will be called. Please see Lost Child Policy. A full report of the incident will be recorded and filed

It is Burnt Yates Buddies Club's duty to safeguard the welfare of children, therefore, anyone who is not a visitor to the After School club or is not recognised by the Play Leader or Playworkers will be asked to leave the school premises. If they refuse to leave the police will be called.

Children can be collected from the club at any time from 3.30pm to 6pm, as per the arranged time on the booking form.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. This is so staff are always aware of numbers

The club operates a password policy for people not known to the club in order for them to safely collect a child. If someone comes to collect a child who is not the known parent or carer they will be asked for the agreed password by the staff. If they give the correct password and the child knows the person they will be allowed to leave. Once the password has been used it will be changed to ensure the child's safety. Staff will refuse collection of a child if the agreed password for that child is not used.

It is the known parent or carer's responsibility to inform the club if another person wishes to collect a child.

Burnt Yates Buddies Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the Play Leader to telephone the emergency contact number and make arrangements for the child to be collected by them; the duty Social Worker will also be informed. (Numbers displayed in staff room)

Burnt Yates Buddies Club operates a zero tolerance approach to abuse of any kind by parents/carers. If the situation cannot be resolved by calm discussion, the parent/carers will be asked to leave the premises immediately. Failing that, the police will be called.

A full written report of any incident will be recorded and filed.

If a parent or carer is persistently late collecting a child, a financial penalty may be incurred.

If the parent/carer fails to pay any penalty incurred in time or to contact the club to advise when they will pay, Burnt Yates Buddies Club has the right to refuse them from using the club.

Uncollected Child

Policy Statement

In the event that a child is not collected, by an authorised adult at the end of a session, Burnt Yates Buddies Club will put into practice agreed procedures. These will ensure the child is cared for safely by an experienced and qualified Play Leader/Playworker who is known to the child. The club will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

If a parent/carer is held up by unforeseen events and they are unable to pick the child up by 6.00pm they must contact the Play Leader, or arrange for someone else to do so, to explain the reason and advise of the collect time or alternatively, advise of another person collecting and set a password.

If no contact is made the Play Leader will phone the contact numbers provided on the registration form.

If there is no reply the Play Leader will phone the Emergency Contact numbers. If the person is unknown to club but are listed on the registration form, they will be asked to bring proof of identity.

At 7.00pm if the parent/carer has not made contact with the Play Leader, Social Services will be informed. (Numbers displayed in school office).

In this event, a message will be left for the Parent or Carer advising them of the action that has been taken.

A full written report of the incident will be recorded and filed

Lost Child

Policy Statement

At Burnt Yates Buddies Club a child's Safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out arrival/ collection procedures to ensure the security of the child is maintained at all times. In the unlikely event of a child going missing the lost child procedure is followed.

Procedures

A lost child is defined as a child who has arrived and been registered at the club but has since gone missing.

As soon as it has been noticed that a child is missing the Play Leader will be notified along with other Playworkers who will endeavour to find out where the child was last seen.

The Play Leader will carry out a thorough search of the premises whilst, the other members of staff are reassuring the children.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the parents or carers are contacted.

If the child is still unaccounted for, the Play Leader will group the children together and call the register to make sure no other child has gone astray. In parallel, the school will be informed that a child has gone missing and asked to help with the search.

If the child isn't found the parent or carers will be contacted and alerted to the situation. With their agreement the Police will be called and the child will be reported as missing.

The search will continue until advised by the police to stop and depending on staff ratios.

If the parents or carers can't be contacted, the Play Leader will contact the Emergency number supplied on the registration form.

In this event, the Headteacher will come to the Club and together with the Play Leader will speak to the parents or carers.

The Headteacher will carry out a full investigation into the incident.

The Play Leader will write a full report into the incident detailing:

- The date and time of the report
- Which Playworkers/ children were at the club and, if relevant, the name of the designated Playworker responsible for the lost child

- When the child was last seen at the club/ outing
- What has taken place at the club before and since the child went missing
- The time estimated that the child went missing.

The Play Leader will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation all Playworkers must fully co-operate.

The incident will be reported under RIDDOR arrangements.

Healthy Eating Policy

Policy Statement

At Burnt Yates Buddies Club we regard snack time as an important part of the day as it provides an opportunity for children and adults to socialise and helps children to learn about healthy eating.

We aim to provide children with a well-balanced and nutritious snack that meets all children's dietary needs.

Procedures

Before any child starts to attend the Club we find out from parents through the registration form if their child has any dietary needs or allergies.

This information is made aware to all staff to ensure that children only receive food and drink that is consistent with their dietary needs as well as their parents' wishes.

We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known nut or any other allergy.

All children who wish to eat are encouraged to wash their hands before snack. Children are encouraged to develop good table manners. Snack is organised so that they are social occasions in which children and staff participate.

Fresh drinking water is constantly provided throughout the session.

Food Hygiene

Food purchasing, preparation, service and storage meet the appropriate standards for food safety and sanitation. All food, which needs to be kept chilled, is put on the appropriate shelf in the fridge and eaten before its sell by date.

Food, which is uneaten at the end of the day, will be thrown away or stored in the appropriate way.

All tables are wiped before any food preparation takes place and staff make sure that they wash their hands.

At the end of the week the fridge is cleaned out and the insides wiped clean.

Medication Policy

Policy Statement

While it is not Burnt Yates Buddies Club's policy to care for sick children, who should be at home until they are well enough to return the club, we will agree to administer medicine as part of maintaining their health and well-being or when they are recovering from an illness. In many cases GP's can prescribe medicine which can be taken in the morning and evening, out of the club's time. As far as possible, administering medicines will only be done when it would be detrimental to the health if not given at the club.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the Play Leader is responsible for ensuring all Playworkers understand and follow these procedures.

Procedures

Medicine will only be administered when parents/carers have filled in and signed a request for medication form, which should be handed to a member of school staff, along with any medication. Please note that only prescribed four times a day medicines can be administered at the Club. This dependant on the request for medication form being completed and handed to an appropriate member of staff.

No child will be able to administer medication by themselves without a member of staff being present, for example a child with asthma who needs an inhaler.

No child will be forced to take medication if they refuse, if they do this information will be recorded and parents/carers telephoned.

The administration of any medication is recorded accurately each time it is given and is signed by the Play Leader/Playworker who administered the medication.

All medication will be stored safely.

All medication, which is out of date, will be returned back to the parent/ carer to be disposed of.

For medication, which requires specific training, all individuals will be required to attend training provided by a health professional.

For children that have long-term medical conditions and may require ongoing medication a risk assessment will be carried out, and parents/ carers asked to contribute to it. A member of staff will be allocated to undergo relevant training to support the child's condition and how to properly administer the medication. This will form part of the risk assessment.