

# Ouston Primary Before & After School Childcare Policy



Review Date: Spring Term 2023  
Reviewed by: Chair of Governors/Head Teacher  
Next Review date: Spring Term 2024

# Before and After School Club Policy

Ouston Primary School provides out of school child care for the pupils at our school, in the form of a Breakfast Club and After School Club (Kidz Club). The club provides a range of stimulating and creative activities in a safe environment.

Our aim is to provide an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **breakfast club** operates from 7.45am - 8.55am (term time only)

The **after-school** club operates from 3.15pm - 5.30pm (term time only)

## Emergency Telephone Numbers

In case of emergency please contact the school office number on 01914102599 or Mrs. Patton on 0739 498 6716

We provide care for children between the ages of 3 and 11.

A copy of our pricing/timing schedule is attached in [Appendix 1](#)

A copy of our Breakfast and After School Snack/food is attached in [Appendix 2](#)

## ADMISSIONS

- Only children attending Ouston Primary School are eligible to attend.
- All places are subject to availability.
- Places are offered on a first-come, first-served basis, with a capacity of up to 30 children per session. We request that, where possible, bookings are made by 5.30pm on a Friday evening for sessions the following week - via text/call to Mrs. Patton on 0739 498 6716.
- The before/after school club may be used on an ad-hoc basis provided there are spaces available.
- Late and last minute bookings are subject to available space
- Children must be collected by 5.30pm

## **GENERAL INFORMATION**

### **Behaviour Management:**

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Whilst attending our club, children are expected to follow the school ethos, rules and behavior policies at all times.

We aim to help children

- develop a sense of caring and respect for one another;
- build caring and co-operative relationships with other children and adults;
- develop a range of social skills and help them learn what constitutes acceptable behaviour
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

### **Unacceptable Behaviour:**

- Staff will deal fairly but sympathetically with unacceptable behaviour.
- All incidents will be treated individually, serious incidents will be reported to the Head teacher.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents/Carers will be advised in writing, that the child can no longer attend the Before/After School Club.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

### **Confidentiality:**

It is a legal requirement for the School to hold various items of information for the children in their care. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely.

All Staff are aware of the importance of confidentiality however, if there is a concern or an issue arises concerning safeguarding children, our Child Protection / Safeguarding Policy will take priority.

### **Care, learning and play:**

Our programme of activities and the atmosphere of the Club aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative. Activities include creative play, board games, arts and crafts, watching movies and outdoor play when weather conditions permit.

### **Equal Opportunities:**

Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

**Inclusion:**

Our Club is fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

**Health and Safety:**

Our Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance.

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities.

**The following steps will be taken as a matter of course:**

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

Our Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

**Partnership with parents and carers:**

Our Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers.

We want to work with parents/carers to ensure that our children are happy in the Club and have an enjoyable and rewarding time with us.

**Risk Assessment**

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

**Special Needs:**

We are aware that some children have special educational needs and/or physical disabilities that may require particular support and assistance.

We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

## **BOOKINGS AND PAYMENT**

- All bookings should be made by text/call to Mrs Patton on 0739 498 6716 or via the school email on info@oustonprimary.org.uk.
- Regular, fixed bookings will continue until notice is provided of changes or childcare is no longer required.
- Ad hoc or irregular bookings need to be made by 5.30pm on the Friday for the week ahead and may also be booked in advance.
- We will try wherever possible, and depending on numbers, to accommodate last minute/emergency bookings, however, these again should be made by text or call to Mrs Patton or an email to the school.
- Any cancellations or changes to bookings must be made as soon as possible and through text/phone call to Mrs Patton or the school office. Emails can also be sent unless the cancellation or change isn't a last-minute one as the message may not always get through in time to Kidz Club staff if so.
- Any queries regarding fees should be directed in the first instance to Mrs Patton/Mrs Tyrrell.
- If the parents or carers are having difficulty making the payments, we recommend that they arrange a meeting with Mrs Lavelle/Mrs Tyrrell as soon as possible.
- Where there is no explanation for repeated lack of payment, the parents/carers will be contacted. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.
- **NB** - In order to support good financial management for both Kidz Club and the parents/carers using our service, from January 2024 if accounts reach arrears of £200, childcare services in the before and after school club will be withdrawn until full payment is made. (the exception to this is payments made via the voucher scheme which are reconciled monthly in arrears).

### **Childcare Vouchers**

If you pay by Childcare Vouchers you should book your place as above for regular / fixed bookings. Voucher payments are transferred directly to Ouston Primary School bank account.

Voucher payments will be reconciled against bookings at the end of each month. This facility is only available to those parents/carers that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs Tyrrell/Mrs Gill in the school office if you wish to pay this way.

**All other payments must be made via School money. There is no sibling discount and the Governing Body reserves the right to increase club charges as appropriate.**

### **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount -

- Staff will ensure that an accurate record is kept of all children in the breakfast and After School Clubs and that any arrivals or departures are recorded on the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

## **ORGANISATION**

### **Breakfast Club**

Breakfast club opens at 7.45am. Parents/carers must sign their child in on the sheet in the entrance to the club and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please inform the breakfast club staff as soon as possible or email the school at [info@oustonprimary.org.uk](mailto:info@oustonprimary.org.uk). Where no explanation is available for a child's absence a telephone call will be made to the parent/carer in line with the usual first day of absence calls made following school registration.

At 8.50am children will collect their belongings and line up ready to go to their classes for the day when the buzzer goes at 8.55am. Younger children and those in the outdoor classroom will be escorted by staff to their class.

### **After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening. Children will be collected by a member of staff and taken to the club venue in school (this is usually the main hall but on occasions will be in a classroom).

**If a child that is not booked in to after school club presents themselves at the club, their parent/carer will be telephoned to collect them and they will be kept safely until parent/carer arrives.**

Any children attending after school extra-curricular clubs will be collected by After School Club staff once the activity has concluded. On their return to After School Club they will be registered.

Parents/carers collecting children should ring the doorbell on the main reception desk and a member of club staff will attend and escort them to the club to collect their child/children. Parents/carers must sign their child/children out of the club. Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. Children **will not** be allowed to leave on their own.

Where a cancellation or change to booking has been made towards the end of the day, your child may still be on the Kidz Club register. In this case, the child would still be taken to Kidz Club to wait safely until the arrangements are confirmed with parents/carers.

All parents/carers are requested to make sure their child/children are collected by 5.30pm. If you are unavoidably delayed, please contact the school office number 01914102599.

## **FIRST AID**

The school first aid and administration of medication policy applies at all times. Parents/Carers of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

## **SAFEGUARDING**

The Breakfast and Afterschool club follow the school's Child Protection Policy, a copy of which is on the website.

The Head Teacher is the DSL and is the Child Protection Officer. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the club leader Mrs Patton, our Social Children's Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our Club staff have been trained in safeguarding and child protection and their training is updated every three years.

The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up to date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.

Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously.

The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.
- make no observable judgment.
- ask open questions that encourage the child to speak in their own words.
- ensure the child is safe, comfortable and not left alone.
- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

## **OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.

- Child Protection; Equal Opportunities; Health & Safety; First Aid and Medicine Policy



Mrs Louise Lavelle - Head Teacher  
Mrs Joanne Wise - Deputy Head Teacher

Arisaig, Ouston, Chester-le-Street, Co Durham, DH2 1RQ  
Telephone/Fax: 0191 410 2599 Email: [info@oustonprimary.org.uk](mailto:info@oustonprimary.org.uk)  
Web Site: [www.oustonprimary.durham.sch.uk](http://www.oustonprimary.durham.sch.uk)

## Appendix 1

### Before and After School Childcare Timings/Prices per day

- |                                     |  |
|-------------------------------------|--|
| 1 - Full AM & Full PM               | £13.00 (inc breakfast & light snack PM)              |
| (07.45 - 8.55am & 3.20/30 - 5.30pm) |  |
| 2 - Full AM & Short PM              | £9.00 (inc breakfast & light snack PM)               |
| (07.45 - 8.55am & 3.20/30 - 4.30pm) |  |
| 3 - Short AM & Short PM             | £6.50 (inc breakfast if in at 8.05 & light snack PM) |
| (08.05 - 8.55am & 3.20/30 - 4.30pm) |  |
| 4 - Full AM only                    | £ 5.00 (inc breakfast)                               |
| (07.45 - 8.55am)                    |  |
| 5 - Full PM only                    | £ 8.00 (inc light snack)                             |
| (3.20/30 - 5.30 pm)                 |  |
| 6 - Short AM only                   | £ 2.50 (inc breakfast if in at 8.05am)               |
| (08.05 - 8.55 am)                   |  |
| 7 - Short PM only                   | £ 4.00 (inc light snack)                             |
| (3.20/30 - 4.30 pm)                 |  |
| 8 - Short AM & Full PM              | £9.00 (inc breakfast if in at 8.05 & light snack)    |
| (8.05 - 8.55am & 3.20/30-5.30pm)    |  |

To make bookings please contact Mrs Patton on 07394986716 or the school office on 01914102599 -

Any bookings or booking changes to be made ideally by Friday at 5.30pm each week



*The contents of this letter are confidential and are intended solely for the addressee.*  
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## **Kidz Club Snack Menu**

### **Breakfast**

A selection of cereals, breakfast bun, juice, fruit

### **After School Club**

Monday - Selection of cold meat sandwiches and also Tuna, selection of fruit and juice

Tuesday - Cold meat selection sandwiches with fruit or raisins and juice

Wednesday - Cold meat selection sandwiches with fruit or raisins and juice

Thursday - Selection of cold meat sandwiches and also Tuna, selection of fruit and juice

Friday - Selection of cold meat sandwiches and also Tuna in a bun, selection of fruit and juice

**Every day there is fruit and water available at all times**