



Out of School Club Policy

Approved by Governors: 3 May 2022
Review date: May 2025

Rationale

Earlsdon Primary Schools Out of School Club (OSC) follow the policies and procedures as agreed by the governors for Earlsdon Primary School. This is to ensure, consistency, structure and high expectations for the children throughout their whole day at school.

The club aims to provide:

- A safe, caring and stimulating environment for all the children to play and learn in both structured and unstructured play settings.
- High quality before-school and after-school provision.
- A high standard of qualified and experienced staff.
- A commitment to equal opportunities.
- Safe and educational equipment.
- A variety of activities.
- A drink and breakfast before school and a drink and a snack after-school.
- A secure environment and compliance with Ofsted.

Behaviour

Children who attend OSC are expected to follow the school rules and school behaviour policy. If a pupil's behaviour becomes challenging and/or unsafe then the following steps will be taken:

1. The child will be reminded of the behaviour policy
2. Parents / carers will be informed of the concern.
3. Play leader will discuss the concern with the senior leadership team.
4. Reasonable adjustments will be explored to allow the pupil to continue to enjoy their time in OSC.
5. The behaviour policy will be followed and concerns and adjustments will be discussed with parents.
6. Parents will be informed that as a consequence of their child's actions their place in OSC may be revoked.
7. Continual review with the child, parents / carers, senior leadership team and the Play leader in line with the behaviour policy.
8. Earlsdon Primary School reserves the right to revoke a child's place at OSC if their behaviour choices affect their time in OSC and the health and safety of themselves, their peers and staff members.

Breakfast / Snacks

The children will be offered the opportunity to have a healthy snack during their session at OSC. Before school the children are able to access a drink, cereal and toast. After school the children are able to access a drink, a variety of hot and cold snacks and fruit. The snack is not intended to replace the evening meal at home.

The children are consulted on the menu for their after school snacks; this is reviewed every half term. All dietary requirements and medical needs are shared with all staff and are taken into consideration when preparing the food.

Staff are provided with food hygiene training.

Pupil voice / Consultation

OSC believes that actively promoting the participation of children in decision-making processes is beneficial to children, staff and OSC as a whole. We believe that:

- A child's opinion should be taken into account in anything that affects them.
- Children should have information disseminated in a way that enables them to make choices and decisions.

In order to have a clear pupil voice OSC will have a council made up of pupils from all year groups. This will work alongside the school council and will endeavour to have at least one pupil who resides on both councils.

Pupils and Parents / Carers will be consulted on changes and actions relating to OSC, which will take a number of forms including:

- Questionnaires
- Notice boards
- Regular children's meetings
- Voting for specific activities

Admissions and Fees

Earlsdon OSC is committed to providing a fair and open admission system. The club has provision for 80 places and operates within the specified adult to child ratios, set by the DfE, according to the age range of the children being supervised.

Admissions

Parents/carers should complete a Registration Form for admission to the Clubs.

Once the office receives the completed Registration Form, the pupil's name will be added to the relevant clubs on the School Gateway. This will enable the Parent/Carer to book the required places online.

Emergency Sessions

Parents/carers can apply for emergency sessions by contacting the school office. These places are offered subject to approval and a place being available.

Emergency sessions must be paid for in full at the time of booking.

Fees

The level of fees is set by Earlsdon Primary School's Governors and Headteacher, and reviewed annually in the Summer Term in readiness for the new school year.

The school is sympathetic to requests from parents/carers wishing to negotiate alterations to the standard fees. This will be discussed on an individual basis with the Headteacher and School Business Manager.

Booking Places

All places must be booked via the online School Gateway. An Information Booklet is available that explains how to use the School Gateway and book places in more detail.

In order to ensure that the school can adequately manage staffing levels and catering, sessions must be booked and paid for in advance, by the end of the previous half term.

Refunds

The school is not able to offer refunds for unattended sessions. If the OSC session is unable to run and therefore cancelled by the school, refunds will be provided through the School Gateway.

Collection of Children

OSC has the highest regard for the safety of the children.

At the end of every session, the club's staff will ensure that all children are collected and signed out by a parent, carer or designated adult. A password system is in place to ensure the adult collecting the child has the appropriate permission, if the adult cannot give the password they will not be allowed to take the child.

Parents of pupils in Year 6 can apply to the Headteacher for their child to leave After School Club at an agreed time, unaccompanied. After School Club staff will sign the child out in the absence of a parent. The Headteacher will consider each case and if all safeguarding concerns are satisfied will give permission.

If a child is not collected at the end of a session, the following procedures will be followed:

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Play Leader will be informed.
- The Play Leader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Play Leader will call a Designated Safeguarding Lead (DSL) who will then contact the local the Multi Agency Safeguarding Hub (MASH) for advice.
- In the event of MASH being called the DSL and Play leader will continue to attempt to contact the parent/carers or designated adult.
- The child will remain in the care of OSC until they are collected by the parent, carer or designated adult, or alternatively placed by MASH in the care of Children's Services.
- Incidents of late collection will be recorded by the Play Leader and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that late collection will result in the imposition of additional fees. Details of fees are on the school website.
- Persistent late collection may result in the loss of a child's place at OSC.

OSC Management

- 1 The Governing body of Earlsdon Primary School is the “service provider”.
- 2 The club will provide child care for pupils of Earlsdon Primary School.
- 3 The Management Committee will consist of the Headteacher / Deputy Headteacher, one appointed governor, School Business Manager, OSC Administrator with contribution from any of the qualified play leaders, as required.
- 4 The committee will meet at least 4 times within a school year. For decisions to be made the Headteacher / Deputy Headteacher, the School Business Manager and at least one governor must be present.
- 5 The club will function within specified adult to child ratios, set by the DfE, according to the age range of the children being supervised.
- 6 All staff will be appropriately qualified and DBS checked in accordance with Earlsdon Primary School policies.
- 7 The committee will maintain a proactive approach to appropriate staff training and professional development.
- 8 The committee is charged to take such actions as will benefit OSC and the children attending. It is empowered to manage the club activities and accounts, appointing staff as necessary and appropriate.
- 9 The Headteacher / Deputy Headteacher / School Business Manager will chair all meetings and minutes will be recorded.
- 10 The day-to-day management and running of OSC will be delegated to the Play leader by the Headteacher / Deputy Headteacher and overseen by the governing body.