

Malmesbury Park Primary School
3.15 Club Policy
(Adopted: May 2021 - Review May 2024)

Applies to: All Staff	Pages: 5	Ref: 001
Written by: Jackie Green	Issue Number: 3	Date: May 2021
Approved by: SLT		

School aims and values which guide this policy:

- We work together to make learning purposeful and rewarding
- Learners will develop independence to achieve their full potential
- We are a caring community that promotes respect for self, others and our environment
- We create a supportive learning environment that develops confidence

Terms:

SBM - School Business Manager

DSL - Designated Safeguarding Lead

SLT - Strategic Leadership Team

Policies which link to this policy:

- Behaviour Management
- Safeguarding and Child Protection
- Special Educational Needs
- Anti-bullying
- 3.15 club admissions
- First aid
- Medicines in school
- Food
- Health and Safety

Introduction:

The 3.15 club is run by Malmesbury Park Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The 3.15 club operates from 3.15-5.45pm Monday-Friday, term time only.

Aims and objectives:

- To support working parents by providing after school childcare from 3.15pm until 5.45pm.
- To provide high quality learning experiences which motivate, enthuse and engage the children.
- To organise space and resources to meet the children's needs effectively.
- To provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.
- To provide appropriate equipment, in suitable design and condition, which creates a safe and stimulating environment and conforms to safety standards.
- To promote equality of opportunity for all children.
- To be aware of any special/additional needs some children may have and ensure that appropriate provision is made for any individuals.
- To work in partnership with parents.

Key Actions:

- Fees will be reviewed by the Resources Committee of the Governing Body on an annual basis (March/April).
- A session is from 3.15 until 5.45pm.
- Places are paid for at the time of booking. The school reserves the right to refuse a place if any fees have not been paid.
- All bookings and payments are to be made via Wise Pay.
- The parent signing the 3.15 club contract is known as the 'contracting parent' and is responsible for the on-time payment of all fees.
- A child cannot attend 3.15 club until the contract, registration form and medical form have been completed, signed and returned.
- Payment will not be refunded in cases of absence.
- At the end of the school day all children will make their way to the club.
- Children who continue to behave inappropriately after the behaviour management policy has been implemented may have their place withdrawn - either permanently or temporarily depending on circumstances.
- Parents are expected to contact the 3.15 club immediately if they are going to be late collecting (01202 291227 extension 221). Parents who are late collecting their child will be charged an additional fee of £4.00 per 15 minutes. Places will be withdrawn if children are regularly collected late.
- If a child is not collected by 6.15pm the headteacher (or any member of the Senior Leadership Team) will be informed and will make a decision to contact Children and Social Care and/or the police.
- Parents of any child who becomes unwell during 3.15 club will be contacted immediately. If a child is sent home during school hours the 3.15 club will be informed of their absence.
- Parents are asked to keep the school informed of any changes of emergency contacts via the school office as well as notify the 3.15 club Supervisor.
- A named person, as per the contract, must collect from the 3.15 club. If there is any change to this arrangement the 3.15 club Supervisor must be notified in advance.
- Occasionally photos may be taken of the 3.15 club children. If there are any objections to this, the 3.15 club staff should be made aware.
- One weeks' notice is required if you no longer require a place at the 3.15 club.
- The 3.15 club does not operate on INSET days or during the school holidays.

We comply with the fourteen national standards for under eights national child care document (DfE 2002)

Standard 1 - Suitable person

All staff members involved in looking after children or having unsupervised access to them are suitable to do so. All staff have the appropriate experiences, skills and ability and are suitable to do their job. It is the school's policy to complete enhanced DBS checks on all staff members and not employ any individual who has been convicted of an offence or been the subject of an order which disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989.

Standard 2 - Organisation

Staff are deployed effectively within the premises to ensure the safety, welfare and development of the children.

The size of the group is linked directly to the staffing ratios and ages of the children.

At least half the staff will have an appropriate qualification for the care or development of children.

All staff receive induction training which includes health and safety, fire safety and evacuation procedures, safeguarding and child protection policies and procedures.

The continuing training needs of staff are met, e.g. first aid courses, food hygiene and health and safety.

Individual records are kept on the premises containing the name and address of staff members and details of any appropriate qualification. Records are also kept regarding which staff members have first aid qualifications.

There is always a minimum of 2 adults on duty and this also satisfies the minimum staffing ratio of 1:8 for children under 8. The staffing ratio of children above aged 8 will be 1:10.

It is the school's policy that if a staff member has to be absent, then they will inform the School Business Manager (SBM) who will arrange for their duty to be covered by another member of the school staff.

The children are registered every day and hours of attendance are shown on the register.

The names, addresses, phone numbers and dates of birth of all the children are kept in a file in the SBM's office.

Standard 3 - Care, Learning and Play

It is our policy that children are encouraged to be confident, independent and to develop their self-esteem. The children have access to a range of activities and play opportunities with resources which are appropriate to the ages and interests of the children attending. Staff listen to the children and value what they say. The children are encouraged to respect and value each other, playing and interacting in a cooperative way following the school's ethos values of respect, support, harmony, excellence, trust and responsibility.

Standard 4 - Physical environment

It is our policy to make sure the premises are in a suitable state and are as welcoming and friendly as possible to children and parents.

The 3.15pm club always meets in the school hall unless there is a school event in which case parents will be notified in advance of the change of room.

The children will always have a session outside unless the weather is inclement.

Standard 5 - Equipment

The 3.15 club will always have sufficient and suitable equipment and materials to provide stimulating activities and play opportunities for the children. These are appropriate for their ages and individual development needs. All equipment is stored safely in the hall cupboard and kept in good repair.

Standard 6 - Safety

Health and safety regulations are adhered to and all staff are trained to have an understanding of them.

A risk assessment of the 3.15 club has been carried out and is reviewed annually or sooner if required.

The children are not able to leave the premises unsupervised and all adults collecting children have to be let in to the 3.15 club by a staff member.

Children are supervised at all times and in accordance with correct adult: child staff ratios.

We have a clearly defined procedure for evacuating the building in case of an emergency. Regular fire drills are held to ensure all staff and children know what is required.

Standard 7 - Health

Staff practice good hygiene in order to prevent the spread of infection and children are taught good hygiene practices such as washing hands after going to the toilet and before eating.

Staff follow all food preparation recommendations and have the appropriate qualification.

First aid kits are available in the medical room, office and kitchen area.

At least one staff member with a current first aid training certificate is on the premises at all times.

Standard 8 - Food and drink

A light snack and drink is provided to the children in accordance with Healthy Schools Guidelines.

Standard 9 - Equal Opportunities

All children and adults are treated with equal concern and everyone has regard to relevant anti-discriminatory good practice.

Standard 10 - Special Needs (including special educational needs and disabilities)

The school has a specific special needs policy which is consistent with current legislation and guidance and is available to parents and can be found on the school website.

Children with special or additional needs are welcomed appropriately and equal access is given to any facilities, activities and play opportunities.

The physical environment is suitable for able bodied children but we would need to reconsider reviewing provision for any children with physical disabilities, should they wish to attend. We would want to liaise with parents regarding any special equipment needed.

Standard 11 - Behaviour

The school has a written policy for behaviour management and a written policy for anti-bullying. The policies state the methods used for managing children's behaviour. This is understood and followed by all staff and children.

Staff are vigilant for any instances of bullying and children are encouraged to report any incidents.

Adults will use physical intervention, e.g. holding, but only if it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Any incident would be recorded and the parent informed as soon as possible.

We reserve the right to refuse a child who fails to meet our behaviour standards. If the behaviour of the child is unacceptable for the safe and efficient running of 3.15 club, parents will be informed of this by a member of the school Strategic Leadership Team (SLT) in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from 3.15 club for a period of time deemed appropriate by the SLT.

Standard 12 - Working in Partnership with Parents

Information is given to parents which includes:

- A leaflet which provides information about the setting, hours, contact information, staffing and routines;
- Details of policies and procedures available to parents;
- A written complaints procedure which includes the address and telephone number of the adjudicator;
- Information about activities provided for children.

All staff have an open and friendly approach and parents are able to talk to the staff whenever convenient to them.

Staff are aware of the need to maintain privacy and confidentiality.

Arrangements are made with parents about the arrival and departure of children from the school, including making sure that children are collected by the nominated person. Children are only released to individuals named by the parent.

Standard 13 - Child Protection

The protection of our children is our first priority. The school has a written policy for safeguarding and child protection.

Staff are aware of the possible signs and symptoms of children at risk.

The Designated Safeguarding Lead (DSL) is the Deputy Headteacher. However, all members of the school Strategic Leadership Team (SLT) are also trained as DSLs.

Standard 14 - Documentation

Records relating to individual children are retained for the legally permitted time after the children have left the provision.