

CHARITY
COMMISSION

Oakdale After School Care Club





Oakdale Avenue
Stanground
Peterborough
PE2 8TD
Tel:01733 344341
Email:carecluboakdale@gmail.com

Ofsted registration number: 256795
Registered Charity Number 1150154

- Our aim is to offer a safe home from home, child centred play environment where they can relax, play safely, talk to one another and feel secure. Children have time to 'chill out' after a busy day at school, where they can freely choose their play or join in with a variety of choices on offer. This could include dance in the hall, sports activities outside or working out on the trim trail. Quiet areas are on offer should the children either wish to read or catch up with their homework.

- Hours that the care club are open are as follows;

7.45am-8.50am (Term Time only)

3.30pm-6.00pm (Term Time only)

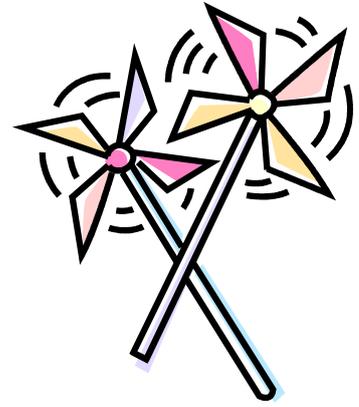
7.45am- 6.00pm (Holidays)

The Care Club is open during the school holidays, all half terms (February, May and October) Easter and the first 4 weeks of the summer holidays. The club is not open during the Christmas holidays.

- The Infant children are taken to their class after the morning session, collected in the afternoon at 3.30pm and escorted to the Care Club for the register. Junior children will make their own way down to the Care Club after the class teacher has called the attendance list out.
- Lists are given to each teacher in the morning indicating which children will be attending Care Club each evening.
- In the morning session we provide breakfast of which the children can choose from cereals or toast. For the evenings we have a weekly snack menu, this changes on a 4 weekly rota. This can be viewed on the wall just outside the Care Club. Fresh fruit is available daily.



- Please inform care club if there are any last minute changes during the course of the day. This can be done either by emailing or phoning care club, there is someone there from 2.30pm onwards, so we can update our records accordingly.



Club Charges

Morning Session
£3.50

Afternoon £8.00
(£7.50 Siblings)

Holiday Charges

£4.00 per hour
(£3.50 Siblings)

£22.00 all day session
(£20.00 siblings)

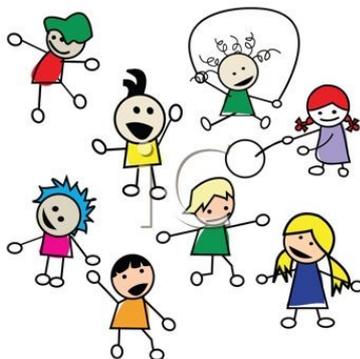


Mission Statement

This statement outlines the service that children, parent /carers and the community can expect from our setting, and the values that inform our work:

Our club aims to :

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children



- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of the children and parents/carers.

Our club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our club is committed to providing:

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.

- Activities that promote each child's social., physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 2006 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.



Settling In

All Children are unique and the amount of time that a child takes to settle into our club can vary enormously.

Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The club strongly encourages parents/carers to visit the premises with their child during the week before they are due to start. During this week, the club requires that the parents/carers complete and return an Admission Form.

Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitor to the club. Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they wish.

Children will be informed about club's routines and the programme of activities. They will be shown around the club, told where they can and cannot go and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all the fire exits, according to the provisions of the Fire Safety policy.

Parents/Carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the club. The child will be allocated a 'buddy' who under the supervision of a member of staff, will show them around the club and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

In addition to a 'buddy' each child in the Early Years Foundation Stage will be assigned a key person who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe and cared for.

All staff will supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how the child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the manager will take time to talk to the child about how they are settling in.

If it seems that a child is taking a long time to settle in , this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the club. If parents/carers wish to meet with the manager, they should make an appointment to come in for a chat.



Child Protection/ safeguarding children.

Our Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all children in our care from harm.

All records and information given to the Care Club are treated confidentially within the Oakdale Care Club, but we are open to inspection by OFSTED. It may be helpful for parents to know that we are required to report any obvious or suspected case of child abuse -- which includes non accidental injury, severe physical neglect, emotional abuse and / or sexual abuse.

This procedure is intended to protect children at risk and we are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does not mean that we would risk upsetting parents by reporting a case, which on investigation proves unfounded.

In such cases it is hoped that parents appreciating how difficult it is for us to carry out this delicate responsibility, would accept that we only act in what we believe to be the child's best interest.

The club will appoint a member of staff as the Safeguarding Officer. The Officer will have suitable experience, training and expertise, and will be responsible for liaising with social services, Local Safeguarding Children Board and Ofsted in any child protection matter.



If the designated person is not available, the Person in Charge must be contacted.

The club child protection procedures comply with all relevant legislation:

- The Children Act 1989
- The Children Act 2004
- Disability Discrimination Act 1995
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child
- Protection of Freedoms Act 2012

The clubs procedures also comply with other guidelines(for example, “Working Together to Safeguard Children) or advise from the Local Safeguarding Children Board (LSCB) formerly known as the Area Child Protection Committees (ACPC)

The club is committed to reviewing its Safeguarding Children Policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child’s settling in period.



Arrivals and Departures

Our club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times.

This process will be supplemented by regular head counts during the day.

Arrivals

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the club's Health , Illness and Emergency policy.



Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admission Form. Only adults-aged 16 years and over - and with suitable identification, will be authorised to collect children. No child will be allowed to leave the club unaccompanied.

No adult other than those named on the Admission Form will be allowed to leave the club with a child. In the event that someone else should arrive without prior knowledge, the club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children Policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must indicate this to the club in advance. **A charge will be made if one weeks notice is not given.**

If a child is absent without explanation for more than three days concurrently, staff will contact the parent/carer to try ascertain the reasons behind this.



Regular absences from the care club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant stator agencies. The Club and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting Children between School and the Club.

Where children are escorted between school premises and the club, the following procedures will be carried out.

- The manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.
- A contact within the school will be identified, with whom the manager will liaise. This will be the schools Health and Safety/Risk Assessment officer.

- A clear agreement will be reached between the club and the school regarding when responsibility for children's safety is officially transferred. This will be when the infant children are collected from their class room by care club staff, and the juniors when they arrive in care club for registration. Also a pupil from year 6 who is attending that evening, will assist the care club staff on collecting the infant children. This ensures that they have a level of responsibility as a monitor preparing them for senior school.
- The manager will ensure a list of children attending care club will be given to each teacher at the beginning of the school day. This will include both Infant and Junior children. At the end of the day class teachers read out the list to remind the children that they will be attending the care club that evening.
- If a child is absent from the club without prior warning, staff will check to see if they attended school that day they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

Oakdale After Care Club **Complaints Procedure**

Our club is committed to providing a safe stimulating and accessible service to children and their parents/carers. We aim to provide a quality service for everyone, but accept that sometimes things do not go according to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes

Your views and concerns are respected. The complaint will be logged and the Manager (Mrs Letts) will investigate the complaint promptly and take appropriate action to resolve this and reply to you within 20 days.

If you are unhappy with the outcome you can contact Ofsted on the number or address below:

Ofsted Early Years
The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
Email: enquires@ofsted.gov.uk

Please note that we have a complaints log which is available for parents to see upon request.