



# ST ED'S CLUBHOUSE



## Policy And Procedure Information

**St Edmund's Catholic Primary School**  
**The Drive**  
**Godalming**  
**Surrey**  
**GU7 1PF**

At St Edmund's Catholic Primary School we offer a Breakfast and After School Care Club, "St Ed's Clubhouse" where we provide a valuable service to our parents. Our caring, qualified and motivated staff are able to provide your children with stimulating, exciting, creative or just relaxing activities.

The Clubhouse is based in our library and map room with facilities to provide the children with a fresh, healthy breakfast in the morning, and a healthy snack in the afternoon. Children are encouraged to make healthy food choices from a rolling menu selection.

A range of indoor and outdoor activities are available during the sessions led by our qualified and dedicated team to ensure the needs of all the children are met.

Clubhouse sessions are available during term time only for all pupils at St Edmund's Catholic Primary School. Permanent and casual bookings are available. All bookings or registration enquiries must be made by emailing the school office at [office@stemunds.surrey.sch.uk](mailto:office@stemunds.surrey.sch.uk) or by telephoning 01483 414497. All permanent places are pre-booked in half term periods and all places must be paid for in advance by the last working day of the previous half term. Every session that falls within the permanent booking must be paid for, even if a session is known not to be required. Casual bookings for The Clubhouse must be booked before 1pm the working day before. Please refer to our Booking and Admission Policy.

Session times and costs are as follows:

- Breakfast Club runs 7.45am to 8.45am at a cost of £6.75 per session
- After School Club runs from 3.20pm to 6.00pm at a cost of £14.50 per session.

The Ofsted registration number is: 148570

The club is open to any pupil attending the school and places are allocated on a first-come first-served, with priority given to existing users and siblings.

The Leadership Team, Governing Body and Headteacher have overall responsibility of the club and the day-to-day running is managed by Mrs N Millis. The policies of the school are also incorporated into the Breakfast and After School Club, St Ed's Clubhouse. St Edmund's Catholic Primary School Policies are online. Additional policies for St Ed's Clubhouse include the policies listed.

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## **Absences**

If a child is unwell please ensure you inform Clubhouse by ringing the school office on 01483 414497 or emailing the office at [office@stedmunds.surrey.sch.uk](mailto:office@stedmunds.surrey.sch.uk) in line with the school's procedures.

If you decide not to bring your child into a booked breakfast session, please still let us know by ringing the school office or email.

It is very important that if arrangements change we must be informed

If a child is due to attend after school care club and is absent without explanation, staff will try to contact the parents/carers to find out why.

## **Accident Procedure**

Should a child injure themselves whilst at St Ed's Clubhouse, they are assessed and treated by a first aid trained member of staff. All staff are regularly first aid trained. This is recorded by way of an accident form, completed by the attending member of staff and kept on file. If it is a serious injury, then a member of the senior leadership team is notified, After-School Club Manager as well as the parent/ carer.

## **Admissions Policy**

Children must attend St Edmund's Catholic Primary School to attend St Ed's Clubhouse and admission to St Edmund's Catholic Primary School is via the Local Education Authority.

## **Admissions and Fees**

All St Edmunds Catholic Primary School year groups are able to access the breakfast and after school care club providing there are spaces available. We will always strive to provide places but there may be times when sessions are full; should this be the case we will start a waiting list. Should a place become available we will offer it to the child at the top of the list.

Permanent bookings cannot be swapped or changed during half term. Fees must be paid in advanced and are non-refundable, credits will not be issued for any unused sessions. Invoices will be sent before the end of the previous half term. Ad hoc bookings are accepted if space is available and must be paid immediately to confirm booking.

If fee payments are not made on time then the child's place may be withdrawn. Fees are reviewed annually.

Please note that cancellation of permanent booking will need a minimum notice period of 2 weeks before the end of the current half term.

## **Anti-Bullying Procedure**

St Ed's Clubhouse is committed to providing an environment for children and staff that is safe, welcoming and free from bullying. Bullying of any form is unacceptable, whether the offender is a child or an adult. The club follows guidance from the school's Anti-Bullying policy.

## **Arrival and Departure Procedure**

Breakfast Club - On arrival parents/carers must sign their child/children into the register. Breakfast is available until 8.20 am.

After School Care Club - At the end of the school day, at 3.20pm children are to go to the Map room and be registered by a member of the After School Care Club staff. If they are attending 'another' school club, they return to us after to be registered for the rest of the session. Your child must be signed out by a parent/carer on collection. The leader of the 'other' club will be notified by a member of St Ed's Clubhouse of which children are to be returned to St Ed's Clubhouse.

You will be charged for late pick-ups at a cost of £10.00 per child for every 15 minutes from the end of the booked session. However, this would be for emergency situations only and not to be used as a service.

Should you be unexpectedly delayed, you **must** ring the After School Care Manager on 07512 068921. **Please do not text.**

If the child is to be collected by someone other than those named on the registration form, this must be indicated to a member of staff prior to the start of the session. This can be done by emailing the school office at [office@stedmunds.surrey.sch.uk](mailto:office@stedmunds.surrey.sch.uk). In the event that someone else should arrive to collect a child without prior knowledge being given to the St Ed's Clubhouse team, then we will telephone the parent/carer immediately for confirmation. If we cannot speak to the parent/carer, the child will not be able to leave until we have.

## **Behaviour Management**

St Ed's Clubhouse recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment and we follow the school policies. All the staff will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions. Children who need help in order to behave in an appropriate manner will be given support and consistent strategies to address the matter. Staff will seek appropriate advice and training in order to reflect upon the triggers and effects for some children who find some aspects of the play environment stressful. Care is taken to criticise the behaviour not the child and often simply talking to the child is the most effective way of dealing with a problem.

In the event that unacceptable behaviour persists, more serious action may have to be taken; this will be in discussion with the parents and Headteacher, in line with St Edmunds Catholic Primary School's Behaviour Policy.

## **Children Settling In**

All children are unique and the amount of time that a child takes to settle in to the St Ed's Clubhouse 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. Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance.

## **Concerns/Complaints Procedure**

We are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services

for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from this. If a parent/carer has a concern or complaint about some aspect of the Club's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the Manager either in person or via email, in the first instance. If the situation is still unresolved please follow the school's complaints policy.

### **Confidentiality**

We aim to ensure that all parents and carers who share any information in the strictest of confidence will only be used to enhance the welfare of their children.

All members of staff at St Ed's Clubhouse will, in the course of their duties, be told or become aware of information about pupils and/or parents which will be of a sensitive and personal nature. Such information will be treated with strict confidence and any discussion about it will only be with those for whom such knowledge is relevant.

### **Documentation and Information**

We recognise the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. St Ed's Clubhouse is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Manager and staff are aware of the implications of the Data Protection Act 1989 in so far as it affects their roles and responsibilities within the Club and provide regular training to ensure so.

### **Equal Opportunities**

We are 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 including children with additional needs. We aim to ensure equal opportunity for all pupils, staff, parents and carers as detailed in St Edmund's Catholic Primary school Equality Policy.

### **Fire Safety and Evacuation**

St Edmund's Catholic Primary School ensures that all staff and children are made aware of the fire procedures including the location of all fire exits and the fire assembly point. Fire drills are practised termly by the whole school and St Ed's Clubhouse separately during an active session. Copies of this are held by the Breakfast/Afterschool Club Manager.

This procedure would be carried out in the event of a fire drill or evacuation and if any further actions are required, then the School's Emergency Plan would be followed.

### **Food, Drink & Healthy Eating Policy**

Snack and meal times are an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We encourage this social aspect at breakfast and snack times. Staff are encouraged to join the children and model the acceptable behaviour, be that through healthy choices, good sitting and polite manners or just through conversation.

At breakfast time children are encouraged to make healthy choices from the breakfast menu provided. This includes breakfast cereals, no more than 2 breaded items, freshly cut fruit, yogurt, fruit juice, milk and water.

At snack time the children are encouraged to make healthy choices from the snack menu provided. This includes freshly cut fruit and raw vegetables, no more than 2 crackers, crumpets, wraps, squash, milk and water.

Children making healthy choices are praised and rewarded with a house point and/ or their choices peg can get moved up to good, great or outstanding choices.

When registering their child with us, parents have filled out our registration forms so we can ensure we are meeting the child's individual dietary needs. We are also made aware of any preferences, allergies, health or cultural requirements.

Fresh drinking water is available and accessible at all times.

Using daily check lists, we record and monitor our food safety routine. This includes fridge/freezer temperature checks, food delivery temperatures and cleaning routines. Regular checks are carried out for dates and to ensure that food is stored correctly in the fridge and freezer. Foods are labelled and checked for best before and use by date. All food is wrapped or sealed correctly before it is put away.

A copy of all children who have special dietary needs, allergies, religious or cultural preferences is kept in the register so that all staff can note for each session, including the staff member who is on breakfast and snack duty. We ask regularly for any changes or updates to this information. This is kept on record and parents/ carers have signed our terms and conditions of which one includes that we must be kept up to date with any changes.

For any child that has specific needs regarding their diet, the Club Manager will liaise with all staff members, and as a team, we discuss any foods that cannot be available on sessions where that child attends. We ensure that all staff understand the implications/consequences should this happen.

Through training we are aware of the Food Information Regulation that came into force in December 2014, regarding the 14 major allergens that must be identified in menus and information to parents if they are used as an ingredient in the food we provide. We are in the process of charting all the food we serve that includes any allergens. Parents have informed us of any allergies their child has and this includes foods, which we have on record, and this is acted upon when working on the menus according to the sessions that child attends.

## **Health and Safety**

St Ed's Clubhouse takes the issue of health and safety extremely seriously as a matter of both legal and moral importance. We always aim to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

- Safety - Daily safety checks are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration. That the Map Room and

Library is secure and adequately space for play and for children to interact freely.

- Equipment - All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards of the Toys (Safety) Regulations (1995) where applicable.
- Health - Staff ensure there is a regular supply of fresh drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.
- Hygiene – We ensure very high standards of hygiene both of the setting and personally as a good example and encouraged to the children. To this end, a generally clean environment will be maintained at all times. Hand washing following toilet breaks and before tea will be observed. Food storage and preparation areas will be kept clean. We take all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene, in order to minimise the risk of catching or spreading infection.

### **Illness and Injury**

St Ed's Clubhouse is committed to dealing efficiently and effectively with illnesses and emergencies which may arise while children are in our care, and helping to keep all staff and children safe from infectious and communicable diseases. St Ed's Clubhouse recognises its responsibilities in providing adequate and appropriate equipment, facilities, training and personnel to enable suitable first aid to be given to children and staff. Staff receive recommended first aid training every 3 years.

- If a child is sick at St Ed's Clubhouse, once all care has been taken to ensure their comfort and the rest of the children have been removed, then a parent/ carer is contacted as soon as possible to arrange collection.
- Infectious and Communicable Diseases - If any infectious or communicable disease is detected at St Ed's Clubhouse then the Manager will inform the head teacher and the school office will inform ALL parents/carers via email as soon as possible. RIDDOR (where relevant) and Ofsted will also be informed of any infectious or communicable diseases discovered on the premises.

### **Intimate Care**

As a setting caring for children, staff are respectful of children's needs. All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff will be supported to adopt their practice in relation to the needs of individual children.

### **Involving and Consulting Children**

All staff are committed to the principle of involving and consulting children whenever decisions that affect them are made within the St Ed's Clubhouse. Our commitment to involving and consulting children stems from the 'listening to children' provisions set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. This is done by way of requested feedback, questionnaires and discussions, these being recorded by way of reference.

### **Medication**

If a child requires medicine to be administered regularly, i.e an inhaler during the St Ed's Clubhouse session, then parents/guardians should fill out a Medicine Request form (and supply medicine if not already held by St Edmund's Catholic Primary School) giving details as requested. Should your child require ad hoc medication,



please complete a medical form from the school office and all information will be passed on to St Ed's Clubhouse.

When children require medicine that is held by the school office, a member of staff will collect it and take it to the Map room ready for that child attending St Ed's Clubhouse. It is returned to the office at the end of the session.

### **Missing Children**

St Ed's Clubhouse has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the points of when children arrive from school run clubs and when some children go home.

### **Non-Collection Procedure**

St Ed's Clubhouse has the highest regard for safety of the children in our care – from the moment they arrive to the moment that they leave. At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the information on the application form. If for some reason a child is not collected at the end of the session, parents will be contacted in the first instance, then other authorised collectors and also the emergency contact named. Two members of staff will stay at St Ed's Clubhouse until 6.30pm with a non-collected child, if no contact has been made by this time, the Manager will contact the Emergency Duty Social Care Officer (01483 517898) to seek advice.

### **Partnership with Parents and Carers**

The staff team is committed to working in partnership with parents/carers to provide a high level quality of care in a safe and stimulating environment, providing play opportunities for children.

### **Phone / iPad / iPod use**

Staff, students and children are not allowed to use their personal devices, such as mobile phone, iPad or iPod within the setting. Parents are also requested not to use theirs. St Ed's Clubhouse uses their own camera to take photos of children's work and activities. If a child brings any of these devices into school, then they must hand it into a member of staff at St Ed's Clubhouse, who will put it in the lockable box and it will be returned to the child at the end of the session. Children are not allowed to use their mobile phones on the premises. If it is the Breakfast session, a member of staff will take it over to the office to be stored safely.

### **Play Policy**

Play is an essential and enriching part of a child's life. St Ed's Clubhouse values children's play highly. It is our role as Play Workers to offer the children a wide range of play opportunities that enable them to play freely and be the masters of their own play. We provide a wide range of resources and equipment in order to provide a range of play opportunities and activities that enhance children's play experiences.

### **Risk Assessment**

We understand the importance of ensuring that systems are in place for checking that the Breakfast and After School Care Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. These working documents are the responsibility of all staff as part of their daily duties, which are updated as required and reviewed annually.

### **Safeguarding Children**

St Edmund’s Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy, procedures and annual training in place which we adhere to. All staff (including support staff, supply staff, club leaders, regular volunteers and Governors) must ensure that they are aware of these procedures and have signed the register to say they have. Parents, carers and students are welcome to read the Policy on request.

‘Working together to Safeguard Children’, ‘Keeping Children Safe in Education 2016’ and ‘What to do if you suspect a Child is being Abused’ (2015) booklets have been given and are accessible to staff and adhered to. If a member of staff has any concerns about the child’s safety or welfare (eg; physical changes in a child’s presentation, marks, bruises, soreness), s/he will immediately report concerns to the appropriate Designated Safeguarding Lead – Mrs Elizabeth Higgins, Head Teacher or Deputy Designated Safeguarding Lead – Mrs Claire Shorten and Mrs Cath Patrick and the Child Protection and Safeguarding Policy will be followed.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a young person’s welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to their welfare.

### **Staff Employment and Recruitment Policy**

St Edmund’s Catholic Primary School is committed to using robust recruitment procedures that safeguard children and offer equal opportunity. The procedures, in line with school policies, will be followed when recruiting staff and volunteers. St Edmund’s Catholic Primary School will ensure that a newly appointed employee only starts once their DBS has come back and is clear. In exceptional circumstances, an employee can start whilst awaiting their DBS but will be supervised at all times when working with children.

### **Staff Induction Procedure**

In line with St Edmund’s Catholic Primary School Induction Policy, we will provide new staff with relevant information to their role. Information could include-

Staff Induction Handbook; including	Health & Safety procedures
School policy statements	School Brochure
Job description and specification	Details of other adults involved in the school
Club Policy and Procedure information	

After a settling in period, provision will be made for new colleagues to take part in school procedures for appraisal. New colleagues will have access to relevant in-service training as identified in their appraisal and to further their professional development.

Time is taken to help new colleagues settle in and get used to the routines, regulations and requirements that are essential to ensure the professional continuity and smooth running of the club. At regular staff meetings, good practice is shared and discussed to the benefit of the club and the staff. The Club Manager is available for any questions and queries and will set aside time for 1:1 meetings and supervision.

### **SCC & Safeguarding Contacts**

**Mrs Elizabeth Higgins email – [head@stedmunds.surrey.sch.uk](mailto:head@stedmunds.surrey.sch.uk)**

**Local Authority Designated Officer (LADO)**

**Monday to Friday from 9am to 5pm**

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children please contact the LADO on **0300 123 1650\*** or **[LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)**.

**SW Children Services Refer Hub**

Local Referral, Intervention and Assessment Services  
0300 123 1640