

# Badger Club Policy 01 - Introduction to the club

## Definitions

The Manager	The manager of breakfast club and/or the manager of the after school club
The Club	The Badger Club – breakfast and after school
The Registered Person	The Badger Club's Registered Person is the Management Committee
The club's premises	Anywhere within Long Furlong Primary School grounds where the club operates. Primarily the main school hall, and the side playground
The Management committee	This shall consist of a Chair, Secretary, Treasurer and committee members as detailed in the constitution
The Child Protection Officer	The Badger Club operates to Long Furlong school's Child Protection policy where the Child Protection Officer is the Headteacher

## Mission Statement

**This statement outlines the services that children and parents/carers can expect from our Club, and the values that inform our work:**

### Our Club aims to:

1. Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
2. Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
3. Encourage children to have a positive attitude and respect for both themselves and other people.
4. Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
5. Offer inclusive services that are accessible to all of the children that attend the school (within the number of places that the club is able to offer).
6. Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

Badger Club - Long Furlong School's After School Club, Boulter Drive, Abingdon, Oxon, OX14 1XP

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### **Our Club is committed to meeting the needs of parents and carers by:**

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

### **Our Club is committed to providing:**

1. Care and activities that put the needs and safety of children first.
2. A programme of activities that is interesting, educational, stimulating and fun.
3. Activities that promote each child's social, physical, moral and intellectual development.
4. Access to a variety of facilities and equipment under safe and supervised conditions.
5. A staff team that is experienced, well trained and properly supported.
6. Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
7. An environment where no child is bullied or suffers discrimination in any form.

## **Admissions and Fees**

**The club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we accept childcare vouchers.**

## **Admissions**

1. When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the club policies, and are informed of whether there is currently a suitable place available for their child.

2. If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form to confirm their child's place.
3. Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form.
4. Once the place is confirmed, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Club.
5. The club is open to all children attending Reception to Year 6 at Long Furlong Primary School.

## **Waiting List**

1. To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:
  - a. If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable space available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
  - b. Parents/carers will be encouraged to submit a request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
  - c. The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
  - d. When a vacancy at the Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
  - e. If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Admissions Form and follow the remaining steps of the admissions procedure outlined above.
  - f. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

## **Fees**

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

1. The level of fees will be set by the Registered Person and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
2. Payment of fees should be made monthly, on an agreed day (usually the last calendar day of the month). Individual payment arrangements can be negotiated between the Treasurer and parents/carers. Invoices will be issued to the parent/carer by the Club regularly (usually monthly).
3. If the fees are not paid within one month of the due date, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
4. The Manager (in consultation with the Treasurer) has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
5. If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Club for the remainder of that week.
6. Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
7. A fee shall be payable for late collection of a child from the Club.

## **Arrivals and Departures**

**The 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.**

## Register

1. The Manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded accurately on 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 sessions.
2. Records of daily registers should be kept by the Club for at least one year.

## Arrivals

1. On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.
2. If the parent/carer wants their child to be given medicine during the session 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

1. 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 if possible. The adult nominated to collect a child must be known to the child and be named on the Admissions Form. Only those named on the form will be able to collect children. Parents who want their older child/children to pick up their younger child/children from the Club must also state this on the Admissions Form. As a further safeguard, we will expect anyone collecting a child to be able to confirm the password that was nominated by the parent/carer on their original club registration form.
2. Permission and arrangements for children leaving the Club alone at the end of a session will be a matter for discussion between the Manager and parents/carers, based on an understanding of a child's age, maturity and previous experience. Written consent for children leaving the Club alone must be submitted to the Club before such arrangements are able to commence.
3. No child under the age of 9 will be allowed to leave the Club unaccompanied.
4. No adult other than those named on the Admissions 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.
5. In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description and a password that they will use. If

the manager has any concerns regarding the person collecting he/she will contact the main parent/carer for confirmation.

6. If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated. In addition, the Club reserves the right to levy late collection charges, as set out in the "Information for parents/carers" document.
7. 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.

In the event that a child does not attend as expected we will contact parents/carers in a timely manner, normally within an hour of their expected arrival. The Club will also contact the school to check where the child should be. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form.

If we are still unable to contact anyone we will implement our safeguarding procedures. This may include sending staff to a registered address for the child, contacting the school to report our concerns, contacting the local police and ask them to undertake a welfare check at the registered address and contacting children's services to report our concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, staff will use their professional judgement when deciding if their absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent and/or carer's vulnerability and their home life. If we have concerns we will make a referral to local children's social care and may also ask the police to undertake a welfare check.

The Club makes clear to all staff, parents and partner organisations our expectations for reporting child absences and the actions we will take if a child is absent without notification for a prolonged period of time.

We expect parents/carers to contact us promptly and let us know if a child is not attending. A reason for the child's absence will be requested.

The policy is to be read in conjunction with our Safeguarding Policy.

## **Escorting Children between School and the Club**

1. Children will be collected by a member of staff from their classroom at 3.15pm and escorted to the Club room.
2. A clear agreement will be reached between the Club and the school about when responsibility for children's safety is officially transferred. The responsibility of the school ends at 3.15pm or when children are released from the classroom if later, for instance when clubs are run after school. The responsibility of the Badger Club starts when a child is registered on arrival at the Club.
3. The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
4. 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 head teacher at the school and ask the school to implement its Missing Child Policy.

## **Documentation and Information**

**The Club recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.**

The Club 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 1998 in so far as it affects their roles and responsibilities within the Club.

The Club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Club holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

## **Record Keeping**

Please refer to our Data Protection Policy for how we handle personal data relating to children, parents, and members of staff. The Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the Club:

- a. A record of any other individuals who reside at, or regularly visit/spend time at the Club, including their contact details.
- b. Records of the activities implemented by the Club.
- c. An Inventory Record of all equipment owned or used by the Club, including safety checks and repairs carried out, (in accordance with the Equipment policy).
- d. A fully completed and up to date record of accidents and incidents on KidsClub.
- e. Additionally, a regularly updated version of the admissions list will be kept on KidsClub, in case of an emergency, such as a fire.

## **Notification of Changes**

The Club recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed of any changes to the running or management of the Club that will directly affect them.

Wherever possible, if changes are to be made, affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Club will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Club to inform Ofsted at the earliest possible opportunity:

- Any significant change to the premises.
- Any significant change to the operational plan of the Club.
- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.
- Any other significant events.

## **Confidentiality**

The Manager, staff, volunteers and any other individual associated with the running or management of the Club will respect confidentiality by:

- a. Not discussing confidential matters about children with other parents/carers.

- b. Not discussing confidential matters about parents/carers with children or other parents/carers.
- c. Not discussing confidential information about other staff members.
- d. Only passing sensitive information, in written or oral form, to relevant people.

No member of staff will discuss any club issues on SOCIAL media. This is not permitted between either staff and parents or with other members of staff.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Child Protection policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.