



**BROUGHTON
AFTER SCHOOL CLUB
POLICIES & PROCEDURES
2017-2018**

c/o Broughton Primary School, Broughton Road, Edinburgh, EH7 4LD.

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Scottish Registered Charity No. SC0025500

Scottish Registered Company No. SC253124

This document has been issued by the Broughton After School Committee and the Project Manager.

It is the Parent/Guardians responsibility to inform the Club of any changes to the child's attendance. Failure to give correct notice will result in a normal full charge for the session/s that the child has missed.

ABSENTEE DUE TO SICKNESS

Nonattendance of a child due to sickness is to be given by 10 a.m. on the day of absence. It is the policy of the club when a cancellation due to sickness is made to confirm the child was also absent due to sickness from the school. If the child was not absent from school you will be charged at the normal rate. If a child is sent home from school during the day with ill health, and again our policy is to confirm this with school, please contact the Club immediately and no charge will apply. If you fail to inform the club you will be charged at the full rate.

TERM-TIME CANCELLATION

Notification of a change to a child's attendance in the After School Club will require to be given one week in advance (by 12 noon).

Parents can cancel up to three times per school term with due notice as outlined above without suffering any financial penalties. If you have more than three cancellations per term you will be charged for the full session. Any cancellation without due notice will be charged for the full session.

Regular or repeated non-attendance for fixed places may result in these places being altered to occasional place status. This will only occur after a review of the circumstances in consultation with the parents.

HOLIDAY CANCELLATIONS.

Notification of a change to a child's attendance in the Holiday Club will require to be given two weeks in advance (by 12 noon), and for summer holiday club this is increased to two weeks prior to the school term ending. Where a child is sick and unable to attend any holiday club days, if a place is taken up and paid for by another child from the waiting list, no charge will apply.

COMPLETE WITHDRAWAL FROM THE CLUB

If you wish to withdraw you child from the club two weeks' written notice is needed.

All policies & procedures reviewed 2016 and to be reviewed AGM 2017.

STRANGERS AND INTRUDERS POLICY

Broughton After School Club is committed to keeping those in their care safe. All measures to uphold that will be met. Below are the steps we will take if outside persons aim to endanger or abuse whether verbally or physically any member of the club while in our care.

In the gym or Osprey Room

If a person unknown to the staff enters one of the **After School Club premises** the following steps will be taken

- 1 The person will be questioned by the one member of staff and asked their reason for being on the premises.
- 2 If the answer is unsatisfactory then they will be asked gently and persuasively to leave.
- 3 If they are refusing to leave then one staff member will contact the police.
- 4 Children will be kept away from the person at all times. If at any time it is thought that they are in danger they will be moved to safety.

In the playground

If a member of staff perceives any danger from a member of the club while they are with the children in the playground they will:

- 1 Ask the person to leave the premises.
- 2 If this is not done all the children will be taken inside to the gym or the Osprey Room where the member of staff will contact the Gayfield police station.
- 3 Children will remain inside until the police have been and the offender has left the premise by their own will or with police help.
- 4 The description will then be circulated to all staff and if the person returns then steps 1-3 will be followed again.

On an outing

At all times the staff will be vigilant on an outing as to the dangers around them, but if an incident should take place then the staff will

- 1 Move quickly and calmly away from the person or people.
- 2 If they are followed then the police will be called on a mobile and staff will use common sense and the environment to safeguard the children.

ADMISSIONS POLICIES

This policy document has been put together by the Broughton After School Committee and the Project Manager.

Registration

All parents/guardians wishing to use the club have to fill out the Registration Form and the Parental Agreement form.

A deposit for registering with the club will be added to the first bill of the new school year for current BASC members and at time of registration for new members.

Place Allocations

- 1 **Fixed places** will be capped at 57 children (60 for administrative reasons is the viable maximum). On Fridays fixed places will be capped at 37, all in line with the Care Inspectorate ratios for staff: children.
- 2 The remaining minimum of three places (which will increase as absences are notified) will be allocated on a first come first serve basis. These will be called 'occasional places'. **Occasional places** will be available up to one month in advance and should be requested by contacting staff.
- 3 For the beginning of each school year all members of the club and future members of the club will be asked to fill out a Registration Form.

Priority for both fixed and occasional places for the forthcoming year will be given in this order:

Children who currently attend the club

Children who have siblings who attend the club

Children who attend Broughton Primary School.

If demand exceeds the places, a waiting list will be used and when the day/s become available the Project Manager will contact the next person on the list.

- 4 Holiday club and school in-service days will be open to all registered members and the current procedures of written bookings and notice will apply.
- 5 Everyone registered with the club will still be able to contact the club and request additional days, which if available will be provided.

CHILD PROTECTION POLICY

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

Steps to take if anyone be it staff or careers have concerns.

- Designated Member of Staff: Katie Swanson-Smith
- If you are concerned that a child has suffered, is suffering or may suffer abuse please report this to the DMS who is Katie. If Katie is not present pass your concerns to the most senior member of staff present.
- Please make a signed and dated written record of your concerns. Include the time you share with the DMS.
- The DMS will collate the information and be responsible for ensuring a Child Protection Referral is made to the Core Agencies In line with the Edinburgh Council inter-agency procedures for Edinburgh and the Lothians.
- Please report all the concerns you have. It is important that you have the opportunity to discuss these with the DMS in the knowledge that the issues raised will be dealt with in confidence and that you have fulfilled your role in sharing your concerns.
- If in doubt contact Social Care Direct for advice or a referral on **0131 200 2324** or email **socialcaredirect@edinburgh.gov.uk**

DATA PROTECTION POLICY

It is Broughton After School Club's responsibility to keep both service users and staff details in a secure environment. No phone numbers, addresses, or personal information will be given out unless stipulated by the individual concerned. The information containing details of service users will be kept in a locked room unless required and returned after use, and shredded when no longer required.

GIFT POLICY

If appropriate gifts are received from service users they will be shared between staff. Broughton After School Club will not treat any child or adult differently based on their giving as a firm equal opportunities policy is in practice within the club.

MISSING OR ABSCONDING CHILD POLICY

Broughton After School Club policy for missing children in our care is as follows

- 1 If a child in our care goes missing then 10 minutes of concentrated searching by the staff will take place and the children will be also questioned as to when they last saw the child.
- 2 If after 20 minutes the child has not been found, then the police will be informed. During this time some staff will continue to seek out the missing child.
- 3 A member of the club will then inform the parent of developments, and the Chairman of the Management Committee will be contacted.
- 4 The staff will then be advised by the police as to further steps they may need to take and will work together with the police and parents to bring a safe conclusion.
- 5 A review of the events will take place within 24 hours of the disappearance to see if improvements need to be implemented and this will be reviewed by the Management Committee when they meet.

REWARDING AND DISCIPLINING WITH UNDERSTANDING

Broughton After School Club work together with children to promote positive behaviour. **Valuing Good Behaviour**

Our Key is to focus on the many positives in each child and by focusing on the child's positive behaviour encourage this to flourish and promoting this attribute in them. During our day we spend time congratulating children and rewarding for good behaviour.

Points

Points can be given for the reasons below

- 1 Helping a fellow member of the club or staff
- 2 Being kind and taking caringly to a member of the club of staff
- 3 Putting effort into club life without being asked

At the end of each term points will be added up and children rewarded.

Individual cases may also arise where staff feels it appropriate to reward children for positive behaviour.

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Disciplining

When dealing with children it is essential to get background to an event. The History of an event can change the outcome of the result. Only if a child is in danger or endangering others will we raise our voice to shout for an immediate effect before returning to an appropriate level. If we feel we need to speak to your child and correct their behaviour we will take them to the side and calmly but clearly explain to them why we are not happy with their behaviour. We will then ask if they understand why we are talking to them and discuss together the consequence or seek an overall resolution if others have been involved. Our main goal is to develop children that can resolve conflict calmly with each other through good communication and understanding.

Marks are given for many reasons

- 1 Hurting or endangering the safety of a member of the club or the staff.
- 2 Deliberately damaging club property
- 3 Intentionally disobeying staff
- 4 Leaving the premises without staff or parents
- 5 Being rude or abusive to any member of the club or the staff

The staff will use these reasons to give the children marks if necessary. A child in rare circumstances can have up to five marks in a day, all have consequences.

Marks

- 1 10p off their tuck allowance
- 2 Another 10p off their tuck allowance
- 3 No tuck
- 4 No outside/computer this is individual to the child's activity. If a child loves being outside then they will have this taken away and likewise with the computer.
- 5 Parents are spoken to.

If a parent has had to have three meetings with the staff about their child's behaviour then the child will be suspended for a full week

If a child on returning then gets another 5 marks then the child will be asked to leave.

LATE CHILD COLLECTION POLICY

Broughton After School Club finishes its child care facility at 5.45pm.

While the Management Committee understands that there may be very occasional times when a delay may cause a 5-10 minute delay, persistent late offenders will be asked to pay a late fine.

A persistent late offender is a parent who regularly arrives late to collect their child after the 5.45pm deadline.

If a parent is later than ten minutes late a charge of £7.50 will be charged to their account as this will help with the cost of keeping two members of staff on overtime.

A late pick up is defined as anyone who picks up their child after the 5.45pm closure.

LATE PAYMENT OF FEES POLICY

BASC is run by parents on behalf of all our children. The club receives no funding apart from the fees we receive from parents. When parents fail to meet their obligations in respect of this we all suffer the financial consequences. The committee is aware that sometimes parents can have difficulty paying their bill, but has to remain responsible for all members.

1. Bills will be issued before the last Friday in each month. All bills are expected to be settled in full seven days after they are issued.
2. If you have difficulty meeting this in any one month please speak to the Club Manager in the first instance.
3. If there is no payment made (or no satisfactory arrangements to pay in the future) before the next bill is issued then you will be given a four week notice that service will be withdrawn from your child(ren).
4. If no payment (or satisfactory arrangement to pay) is made at the end of that notice period then service will be withdrawn.
5. The club reserves its rights to pursue debts through whatever means are available to it. The cost of this will be charged to your account.
6. If you wish to appeal against decisions taken under this policy please submit your appeal in writing to the club chairperson within seven days of the withdrawal of service. The chairperson will hear your appeal within seven days of receiving it.
7. If the chair upholds the decision you have a right to appeal (in writing) to the committee of the club within a further seven days, who will hear your appeal within 14 days of receipt.
8. Following a decision to withdraw service, you will be disqualified from membership of the club until all outstanding arrears are settled in full.
9. Any reinstatement of membership will be through the club's normal admission criteria.

ANTI BULLYING POLICY

Rationale

The purpose of this policy is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable.

Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

Aims

- To promote a secure and happy environment free from threat, harassment and any type of bullying behaviour.
- To show commitment to overcoming bullying by practising zero tolerance.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above aims.

Achieving Aims

By promoting and valuing people as individuals and their right to a bully-free environment.

Staff Responsibilities

- To implement procedures to confront bullying of any form.
- To listen to all parties involved in incidents.
- To investigate as fully as possible.
- To take appropriate action, or to refer the matter to another team member for further action.
- To record and inform parents of bullying incidents.
- To promote the use of a range of teaching and learning styles and strategies which challenge bullying behaviour.
- To promote open management styles which facilitate communication and consultation throughout the education service.
- To foster by example the values we as a club believe in.
- To promote the use of interventions which are least intrusive and most effective.
- To monitor the extent to which the above are being carried out by:-
 - Regular discussions between management, staff, pupils and parents.
 - Recording incidents of bullying in a discipline file.
 - To retain records for monitoring purposes.

PROCEDURES FOR ACCIDENTS AND EMERGENCIES

Accidents & Incidents

Where an accident has occurred while the child is under the care of the Broughton After School Club the procedure below will be followed.

- 1 The trained and appointed first aider will assess the injury and take appropriate action to ease the child's discomfort.
- 2 The staff member in charge will write the report into the accident and incident book.
- 3 The parent on their arrival will sign the accident and incident book after reading up the report.

Dealing with emergencies

If a child has been hurt and requires professional medical help then the steps below will be followed.

- 1 Child will be with a trained and appointed first aider.
- 2 A member of staff will contact the emergency numbers on the child's registration sheet and inform First Aider of time of pick up.
- 3 If the child is badly injured and delay in a consultation would harm the child further or none of the emergency numbers are available the first aider will take the child to Sick Kids Accident and Emergency by taxi with their medical information and a member of staff back at Broughton After School Club will continue to try and reach emergency contacts.

HYGIENE HEALTH AND SAFETY POLICY

The Broughton After School Club aims to provide a safe and healthy environment for all staff, volunteers, children and visitors to the club. The Management Committee will provide information, training on relevant health and safety issues and procedures. These will include fire drills, inspection on equipment and electrical appliances, the provision of an accident book, a first aid box and plastic gloves, basic information of contagious and infectious diseases and access to a telephone for emergency.

Staff will ensure that children and staff follow rigorous hygiene principles before preparation and storage of food.

If there is any Health and Safety matter that, in the opinion of the Broughton After School Club Committee, is the responsibility of the landlords of the building then they will report this to the appropriate authority as soon as possible.

The Committee has the right to exclude any child that is suffering from an infectious or contagious disease.

Records will be kept of accidents, serious incidents of illness and fire drills.

NO SMOKING POLICY

The club has a strict no smoking policy and no smoking will be allowed while working with the children either inside or outside the premises.

EQUAL OPPORTUNITIES POLICY

FOR CHILDREN

Broughton After School Club respects the right for each child to be different and unique. We will not in any way discriminate or favour an individual child. All children are welcome at the club no matter what background, race, intelligence or special need a child may have. All will have the same opportunity to thrive and seek for their individual needs to be met.

SAFE RECRUITMENT PRACTICE

FOR STAFF

Broughton After School Club operates an equal opportunities policy when taking on staff. We ensure that no prospective employee suffers direct or indirect discrimination or victimisation.

All candidates for a post within Broughton After School Club are asked to submit an introductory letter and current curriculum vitae. This outlines their work experience, educational qualifications and any other relevant information. A checklist of skills, knowledge and experience required for the post will be matched up against applications in order to select persons for interview those who fit the post requirements. All candidates who fit the criteria will be interviewed and the check list will be used again to go in to more depth with the candidate.

Candidates will only be judged on these merits and on how well they would fit the post. All applicants that successfully are employed by Broughton After School Club will then be subject to all checks in line with the Care Inspectorate to confirm their suitability for the position and based on this being of good character and clear of misdemeanours, will be offered a contract.

COMPLAINTS PROCEDURE

It is important that all parents and staff feel free to discuss any problems at any time and this should clear up any difficulties, but if it is not resolved the process below should be followed.

Any questions or complaints should be addressed in the first instance to the **Project Manager (or staff member in charge)**

If the problem cannot be satisfactorily resolved promptly between parent and staff then the complaint should be made in writing to:

**Chairman
Broughton After School Club
Management Committee**

The Management will ask the staff members for a written account of the incident which prompted the complaint.

The Management Sub-Committee will then meet, within two weeks of receiving the complaint to discuss the case.

Should the Management Committee's decision still prove unsatisfactory to one or more of the parties a further meeting will be held within two weeks where parties will join the committee.

If the situation remains unresolved then the complainants have the right to address their grievances to

**Care Inspectorate,
The Care
Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY**

Tel: 0345 600 9527

All complaints and their outcome will be recorded. Confidentiality shall be respected throughout and the complainants will have access to these records.

WHISTLE BLOWERS' POLICY

Broughton After School Club and Management respects the right for people to complain without the fear of repercussions on either themselves or the children in the club and we are committed to up holding this.

CONFIDENTIALITY

Concerns about a child's behaviour or wellbeing or any complaints made to the club will be registered and documented and only the parents concerned will be able to see the records.

If discussions are held with parents on the above matters they will be done in private.

OPEN DOOR POLICY

The Manager, Staff and Committee have an open door policy which enables parents or staff, should they wish, to meet with the Manager or Committee. This may be to voice any concerns at home that may affect them or their child's happiness, to see how their child is settling in or for clarity on any procedures or for personnel reasons.

This will be attained by:

- 1 Contact by the parent to the Project Manager asking to have a chat with them a member of staff or the committee.
- 2 The Project Manager will then organise a time within seven working days that this meeting can take place.
- 3 The meeting date will take place and the parent or staff will be informed by the Project Manager of this and will confirm the people to attend. All meetings will have a minimum of three people.

DISCLOSURE POLICY FOR STAFF

All staff at the Broughton After School Club are PVG scheme members which checks for criminal records.

This will be redone and reviewed every 18 months to ensure that while working for us any staff member that incurs a criminal record for any reason will be reviewed and their position within the club will be looked into.

