



Queen's Park Primary and Nursery School
A caring and inclusive community school

Queen's Park School

After School and Breakfast Clubs

Handbook for parents and carers

Autumn 2022

Staffing

The Breakfast Club (BC) and After School Club (ASC) is run by staff from the school. The clubs are distinct from school as they are offering childcare through play work rather than education.

The Breakfast Club is led by Mr Xavier, Ms Sanchez and Mr McGowan. The After School Club is managed by Ms Rolf and she is supported by Ms Lipscombe, Mr Xavier and Mrs Mollanji.

After school hours the club can be contacted by calling the school office on 01273 686822 and choosing Option 5 (Extended Services)

About IPAL and instructions on how to register

We use an online system called IPAL to book and pay for sessions.

Step 1. Visit <https://queensparkprimaryschool.schoolipal.co.uk>

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register. At this point you will receive a confirmation email. Please note this email may go in to your junk folder, please mark it as coming from a safe sender.

Step 4. Once you have completed your registration you will then need to add your child or children and make booking / payment.

Fees and Payments

Queen's Park School's extended services are primarily for children aged 5 to 11 years old who attend the school. The fees are as stated on the IPAL booking system. All sessions must be booked and payed for in advance

Places are allocated as follows.

- All places are subject to availability.
- There is a maximum of 48 places each session
- Registration forms must be completed by a legal guardian before the child attends their first session.
- All booked places must be paid for even if the child has not attended. You must inform the school office or club supervisor as soon as possible if your child will not be attending the club.
- If parents do not need, or want, to commit to booked spaces the Club operates a drop in policy which should be booked on IPAL.
- Drop in or Ad Hoc spaces must be paid for prior to the session attended.

Please note no booking, registration or payment can be taken through the school office except in exceptional circumstances.

Booking Deadline

When booking an After School Club session there is a deadline of **1pm on the day you need it, as the booking system will not allow you to book a place after this time.** Office staff are unable to add your child to the register after 1pm; this can only be done by you before the cut-off point via IPAL. If you drop your child to breakfast club or they go to after school club and are not on the register they **will not** be able to attend the session. They will be sent to the school office, who will then make contact with parent/carers to arrange collection (please note that the school office closes 3.30 pm)

Cancellation Deadline

If you need to make a cancellation for either The Breakfast Club or The After School Club you will need to make sure this is completed before **1pm on the day of your booking.** Office staff are unable to cancel bookings and this must be completed by yourself via IPAL. Bookings that have not been cancelled before 1pm will still be charged. Unfortunately if you have missed this cut off time we are unable to refund the session cost or change the session to another date.

Breakfast Club

Children may be dropped off after 7.45 am each morning to the extended services room from the Freshfield Road entrance.

Your child will be welcomed by our team of play workers and offered a range of structured and unstructured activities. During the breakfast club session children will be offered a range of healthy breakfast options including – fruit juices, cereals, toast, fruit and milk. If your child has a specific dietary requirement or any food allergies, please include this information in your application form. At 8.50 am children will be allowed to join the rest of their school friends either in the playground or inside the school.

After School Club (ASC)

The after school club operates from 3pm until 6pm every weekday evening during school term time. Children will be collected by our qualified play workers from classrooms or designated meeting points. Older children may make their own way to the ASC through the school. Arrangements will be made for those children attending after school activities (sports clubs etc.) to attend the ASC.

During the session a wide range of play opportunities will be on offer for all children. There is a variety of different snacks provided with a drink and fruit.

Children will use the toilets along the foyer, and will be reminded to tell an adult if they are going to the toilets.

Children should be collected from the Freshfield Place entrance.

Safeguarding is of upmost priority and only those named on the registration form will be allowed to collect. Please inform the supervisor immediately if there is to be any change to your usual collection arrangement.

Closure due to unforeseen circumstances

If the school were forced to close due to circumstances out of its control such as fire, flood or other situations where it would be unsafe to open to the general public, the breakfast and after school club will also close. Parents would be contacted as soon as possible.

INSET days

The breakfast and afterschool clubs will be closed during INSET and school holidays.

Statutory Public holidays

The breakfast and after school clubs will be closed on Statutory Public Holidays.

Late Collection Procedure

In the event of late or non-collection of children from the After School Club the following procedure will apply.

- At closing time (6pm): If no message has been received from the person responsible for collecting the child, the supervisor will attempt to contact them.
 - 15 minutes after closing time: If the supervisor has been unable to reach the parent/carer they will call the given emergency contacts.
 - 30 minutes after closing time: If unresolved the supervisor will contact the Emergency Duty Team and the Police.
 - The supervisor and one play worker will remain with the child until Social Services take over. Workers should re-assure the child and provide an activity while they are waiting to be collected.
 - An incident form must be completed whenever this procedure is implemented.
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- A £5 late charge will be applied to your account if you collect your child after 6.00 pm - 6.15 pm with, a £2 per minute charge for every minute past the initial 5 minutes. **(A letter will be issued along with this charge)**

Please ensure you call the extended services on 01273 686822 option 5 if you will not be on time to collect.

Play and Play work

Play is essential & happy development. It can be messy, noisy, quiet, imaginative, challenging, creative, physical, sociable or private. It is a process to which every child

has a right: it should be freely chosen and fun. Through play a child can develop socially, physically, intellectually, creatively and emotionally. The child's experience of extended services play differs from the school environment. However, safety rules still apply.

Outdoor Play

Outdoor play is an integral part of play work. Therefore, depending on the season and prevailing weather conditions, parents must provide **adequate and suitable outdoor clothing**. This includes a raincoat and hat, wellington boots and a sun hat in the summer.

Food and Drink

The children are given a healthy snack and drink when they are at club and also enjoy cooking activities. Fresh drinking water will be available at all times. It is therefore important we maintain high standards of food hygiene.

- **The School does not allow nut products in its childcare settings**
- Kitchen and food preparation areas are kept in a clean and hygienic state. Surfaces are cleaned with appropriate solution before and after use.
- Workers and children wash hands thoroughly before and after handling food.

Safeguarding /Child Protection

Queen's Park School is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Our child protection procedures comply with all relevant legislation and with guidance issued by the Brighton and Hove Safeguarding Partnership.

The designated Safeguarding Lead (DSL) is the head teacher and all aspects regarding safeguarding will be reported to the DSL and in her absence a deputy head (DSL). The Designated Safeguarding Lead coordinates child protection issues and liaises with external agencies (e.g. Front Door for Families, and Social Services). Workers have an important role to play in safeguarding children from all forms of abuse and are aware of child protection issues and their responsibilities. All staff have up to date and relevant safeguarding training. Queen's Park School has a full and up to date safeguarding children policy available on request from the main office.

Queen's Park School ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. We have robust recruitment system in place for employed staff and volunteers, which adhere to the Schools system.

Adults looking after children have appropriate qualifications, training, skills and knowledge.

Sickness

Please report your child's sickness to School as normal. You can cancel your IPAL booking up until 1pm on the day of your booking as outlined on page 3 under the heading Cancellation Deadline.

Compliments and Complaints

Any compliments or complaints can either be accepted by the extended schools supervisor or the School head. The club does have a full complaints procedure should you wish to lodge your concern in writing.

Equal Opportunities

Queen's Park School is an equal opportunities organisation working within the Local Authority guidelines. The School aims to promote a climate of acceptance and respect and to celebrate diversity in all areas of play work including:

- Programming of activities.
- The physical environment.
- Resources and equipment.
- Communication with the project users, children and parents.

Discrimination and disadvantage may be experienced by any child in our community on the grounds of their race, ethnic origin, gender, background, religious beliefs, age, ability, health or other individual qualities.

Workers must observe anti-discriminatory good practice. They have a responsibility to counter or challenge any language, behaviour or action which creates discrimination or disadvantage or causes offence to any staff member, volunteer, child, parent/carer or any other project user. All instances must be dealt with consistently.

Health and Safety

The clubs are included in the school's health and safety policies and procedures.

Inclusion

The School Extended Services clubs aims to give all children regardless of ability equal access to facilities and activities and to enable all children to reach their full potential. Where this is not immediately possible, the School will look into ways of making it possible. This may involve fundraising for extra resources, staff or to make other reasonable adjustments, which may take some time. Parents and carers will be kept informed during this process

Physical Management Guidelines

The term 'physical management' is used to describe any use of physical contact which aims to keep the child or others safe. This may include holding a child's hand, staff positioning themselves between the child and source of danger, touching a child to calm them or restraining a child.

The Children Act 1989 and associated government guidance states physical restraint can be used where a child is presenting an immediate risk of serious harm to themselves or others, or of damage to property, and where no other intervention is likely to be effective. Physical restraint/ restrictive measures is only used in these circumstances and when there is no alternative.

- The child's welfare must be paramount.

- Workers must prevent any injury to the child or themselves.
- Staff use physical interventions which they have been trained to use and feel comfortable using.
- Staff use the minimum force necessary.
- Interventions are employed for the shortest time necessary.
- If a child shows any signs of physical distress, workers let go immediately.
- Restrictive measures are not used as punishment.
- Holding is not used as a method of ensuring compliance with instructions.
- All instances of physical intervention are recorded.
- The use of physical interventions are regularly reviewed and reassessed.
- If a particular child requires intervention on a regular basis, an agreed procedure will be drawn up with the child's parent/carer.

Safe Touch Policy

Workers have a responsibility to maintain and model appropriate boundaries. It should be recognised that children who have experienced or witnessed physical or sexual abuse may be confused about appropriate physical touch and boundaries.

Workers will not initiate physical contact but if it is given they will ensure that it ceases at the earliest possible moment without causing the child to feel rejection.

When there are clear and specific for doing so workers may initiate physical e.g. if a child is distressed or injured.

Unwanted or Challenging Behaviour Policy & Procedure.

The ASC and BC places importance on the prevention of unwanted or challenging behaviour through:

- Clear and simple ground rules (planned and agreed with children).
- Teaching by example and modelling respect for others.
- Encouraging good behaviour i.e. noticing and responding when children are being co-operative, friendly, constructive etc.
- Ensuring children are provided with a choice of stimulating activities which are appropriate for the age and abilities of the children.
- Ensuring children receive adequate attention.
- Working closely with parents and carers to agree a behaviour management plan.

Where a child persistently behaves inappropriately, we will implement the following:

1. The child will be given a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. A formal warning will be discussed with the child's parents, and all staff will be notified.
4. Staff will inform the head teacher if a child's behaviour warrants suspension or exclusion. We will only suspend or exclude a child from the Club as a last

resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk. Suspension and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation.

Temporary Suspensions from after school and breakfast club

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the head teacher's agreement. The Club may temporarily suspend the child for a period of up to 15 consecutive days. If the Club takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour. At the end of the suspension period the head teacher will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to club.

Permanent Exclusion from breakfast or afterschool club

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the clubs. If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the governors of the school against the exclusion within the 14 days of receiving written notification of the exclusion.

If a child has been excluded from school, they will not be able to attend breakfast or afterschool club

Special Permissions

Emergency Medical Treatment

In the event of a major accident:

- A qualified First Aider will administer First Aid until the emergency services arrives.
- Appointed person will call the Emergency Services giving details of the injured person, the injury and their exact location.
- The supervisor will notify the child's parent or carer.
- The supervisor will accompany the child to hospital if parent/carer hasn't arrived.
- Workers will take other children away from the scene and encourage them to continue their play. Staff will be aware the children may need reassuring.
- All accidents are recorded on an incident form, and significant incidents are reported to the local authority.

Administering Medication

- Medication can only be administered by a worker in exceptional circumstances and according to the school's administration of medicine policy.
- No medication will be given in any other circumstance, including Anadin and Paracetamol.
- If training is required to administer specific medication, the First Aider will be trained by a qualified health professional.
- Medication should be handed over to the supervisor.
- Medication must be labelled clearly, stored in its original container and stored out of reach of children in the First Aid drawer.
- A register of medicines will be completed whenever medication is administered

Use of skin creams and suntan creams

These should be provided by parents. Staff will encourage and supervise children applying their own sun cream. Staff do not apply sun cream directly to children.

Photographs and Video Clips

We do not normally take photos but, we may however, on some occasions, take photographs of specific activities for our records or to share on our website. If you would not like your child to have photographs taken at any time please indicate this in your registration form.

Children and young people can't use mobile phones during the club hours.

Regulatory body

Queen's Park School childcare service is regulated and inspected as part of the school by the office for standards in education (OFSTED Early Years). Inspection reports are shared with parents and carers and are also available to read on OFSTED's website – www.ofsted.gov.uk