

# Great Sankey Primary School



## Before and After School Policy



**September 2024**



*'Together We Learn and Grow*



At Great Sankey Primary School, we are delighted to be able to offer our own bespoke Before and After School Care provision, called 'Treetops' as part of our extended hours.

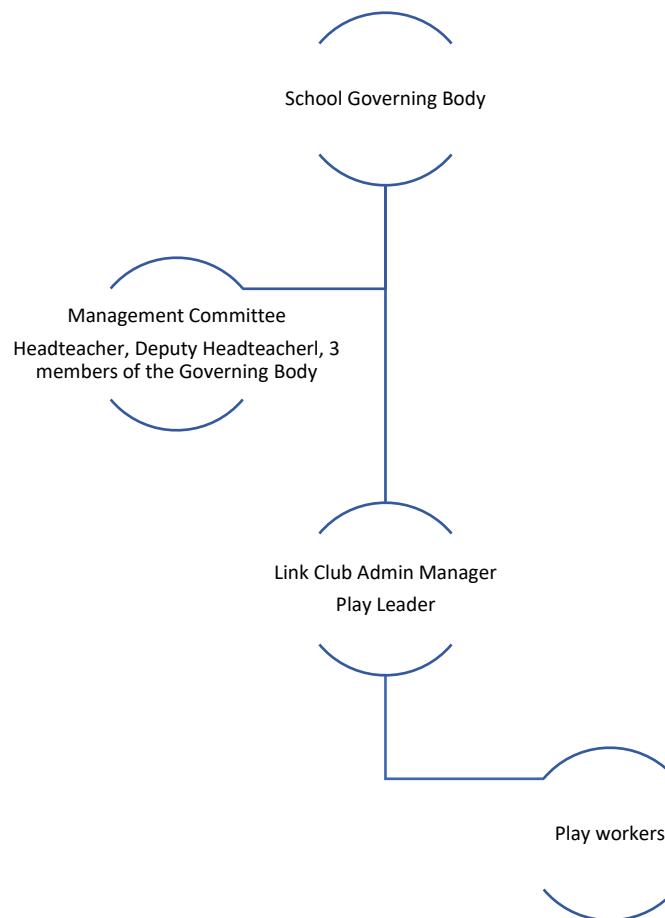
We aim to provide a happy, secure provision for children that offers continuity and familiarity within the setting of the school building. Children from Reception to Year 6 are provided with a range of fun activities and opportunities within the provision that is run by high quality and qualified staff.

Any profits from this provision will be reinvested back into Treetops and the school.

## Management of the School Breakfast and After School Club: Treetops Club

This club is a partnership between the Governors of Great Sankey Primary School and the parents, carers and children of the school community.

The management of the club will be the responsibility of the Senior Leadership Team and the Governing Body. All parents and children will be encouraged to contribute to the club and their suggestions will be welcomed and valued. The management of the club is as follows:



### Values and Ethos

**Our mission statement: *Our mission is to inspire, challenge and support young people to excel in learning and in life.***

**We are proud of our longstanding and established school motto, 'Together We Learn and Grow'**

Children are at the heart of everything we do at Great Sankey Primary. We are committed to providing a caring environment where every child can thrive and is supported to achieve their unique and amazing potential. This club will promote the same values and aims that are at the heart of all our learning and experiences. These include:

- **To create an environment in which children are enabled to attain the highest standards of which they are capable, through the recognition of individual needs, with regard to their race, gender, disability, sexual orientation or ethnicity.**
- **To nurture a warm and mutually respectful relationship between adults and children, in a calm, purposeful atmosphere, where children feel safe and valued.**
- **To provide a sense of community by working in partnership with parents and other members of the wider community of Great Sankey Primary in which they develop an understanding of and respect for a wide range of religious values, languages and cultural traditions and different ways of learning.**

At Great Sankey Primary we believe that the strong values we hold are at the core of our school ethos. We believe that these values set the high standards of behaviour and attitudes our children display in school, in the choices they make and their involvement within our community.

Every month we have a value that we focus particular attention to, and these will transgress into our external provision.

### **Activities**

The children within the provision will have access to the school's facilities and there will be a range of activities available for the children each morning and afternoon including:

- Construction
- Arts and crafts
- Board games
- Jigsaws
- Small world activities
- Role play
- Comfy and quiet reading area
- Homework club
- Yoga
- Meditation
- Gardening
- IT
- Den building

The outdoor areas will also be utilised to offer a range of physical activities including parachute games, skipping, football, organised games and ball skills.

## **Food and Snacks**

We are a Healthy School and as such, we will be promoting this through the range of freshly prepared breakfast and snack options provided for the children.

Children will be able to choose from a range of breakfast options for example, cereal, toast, fruit and yoghurt along with fruit juice, water and milk.

After school we will offer the children a range of healthy snacks that will include sandwiches, pasta, wraps, vegetable sticks, fruit, toast etc. along with fruit juice, milk and water.

Parents must make the Link Club staff aware of any allergies or cultural or religious dietary requirements.

## **Admissions Policy**

The link club is sited within the school building and will primarily be based in the small hall. This space can accommodate up to 36 children for Breakfast and After School Club. Children have access to toilet facilities, a kitchen and outdoor play areas. We are looking into future opportunities to offer a holiday club during half term and summer holidays.

## **Admissions Criteria**

The admissions criteria will be as follows:

1. Children in care
2. Children with a sibling already attending the club
3. Children requiring full time provision
4. Children requiring part time provision

Parents / carers requiring a place at the club for their children are asked to complete an application form. They will then be allocated a place using the above criteria or placed on a waiting list until a place becomes available.

The administration of the waiting list is the responsibility of the link club administrator and this will be reviewed regularly. Priority will be given to children who have been on the list the longest and who fit the admissions criteria.

It is also our policy to accommodate any child, where possible, in emergency situations i.e. when a place is required at short notice due to family emergencies, illness, bereavement etc, but this is wholly dependent upon the adult and child ratios and cannot be guaranteed.

In order to be fair and transparent to all families the following criteria exists:

1. All sessions paid for must be attended
2. Any sessions missed on a regular basis, minimum of three continual sessions over a half term period, will be reported to the Link Club Administrator and parents will be

informed that unless the sessions are taken up, they will be allocated to another family from the waiting list

3. Our policy is not to allow families to reserve sessions when they have no intention of using them on a weekly basis
4. We reserve the right to review individual cases

All parents will be notified by via email.

### **Payment Policy**

Fees will be invoiced monthly in advance. Payment can be made by childcare vouchers, by debit or credit card using the parent portal Arbor or via a government tax-free child care account. Please see [www.childcare-choices.gov.uk](http://www.childcare-choices.gov.uk) for details of schemes in place to support with childcare costs. Payment must be made by the date shown on the invoice.

### **Costs for 2024-2025 are:**

Breakfast Club: £4.00 per session 7.45 – 8.45am

Afterschool Club: £10.00 per session 3.15 – 6.00pm

The full amount is payable for each session even if your child arrives late or leaves early for any reason. If a child is absent, sessions must be paid for and no substitute bookings or refunds will be made. In the event of there being a dispute over payment, the Complaints procedure, as displayed in the club, will apply.

A £10 registration fee will also be charged to all new starters, which is non-refundable. All new starters to the club must also pay their first term's fees in advance of their starting the club. We require 4 weeks notice to change your days or for cancellations.

### **Overdue fees**

If for any reason payment cannot be made, the parent / carer must inform the Link Club's Administrator, who will make every effort to liaise with the parent / carer to resolve the problem. We will not allow arrears to accumulate, if fees remain unpaid the family will be asked to leave the club and payment will continue to be sought.

### **Childcare Vouchers**

The club will do its utmost to support with all childcare voucher providers. Please liaise with the Link Club Administrator with regards to this.

### **Attendance**

#### **Drop off / Collection**

Breakfast Club Opening Times, 7.45 – 8.45am.

- Children must be brought to the small hall entrance and a parents / carer will need to sign the child(ren) in

- Children should arrive by 8.15am as breakfast will be served up to this point
- No responsibility will be taken for the children prior to 7.45am
- No responsibility will be taken for children not signed into the club

### **Delivering Children to and from the Club to School**

All children will arrive at their respective classrooms by 8.45am

After School Club Opening Times, 3.15 – 6.00pm

Children must be signed out at the end of every session. The parent / carer must make themselves known to the Link Club Staff and they must also inform a member of staff if there is a change to the collection routine. For example, a different person or collection time.

A mobile contact number has been given to all parents so that Link Club Staff can be contacted during club opening hours. Alternatively a message can also be left at the School Office during the day or emailed to [admin@greatsankeyprimary.tcat.uk.com](mailto:admin@greatsankeyprimary.tcat.uk.com)

### **Collection of children from link club**

Parents will give at least four contacts for people who are allowed to collect their child from the link club. If a person collecting a child is not known to the club staff or they are not on the collection list, staff will ring the parent for confirmation. The child will not be released with any adult until this confirmation is received.

If a parent contacts the club to inform them that a person is collecting their child who is not known to staff, we will implement a password procedure with the parent. The parent will be given a password to give to the person collecting the child, if the password does not match that given, the child will not be allowed to leave.

### **Non-Attendance**

If a child is not attending link club for any reason a parent must inform the link club administrator or staff by phone or email before 2.00pm. If a message is not received the child will be sent to link club as normal and will have to be collected from the club. The onus is on the parent to inform school / link club and not the child. Where a child is insistent that they should walk home or not attend link club, they will be taken to link club and staff will contact the parent for confirmation. Until this is received, they will stay at Link Club.

### **Late Collection Charge**

Parents are expected to collect their children and be leaving the premises by 6.00pm.

A late collection charge of £5.00 will be made for every fifteen minutes after the end of the session time (6.00pm). Two members of staff will stay with the child until a parent / carer arrives. Parents / carers must call link club and inform them if they are to be late to ensure minimum upset to the child.

6.01 – 6.15 +£5.00 charge  
6.16 – 6.30 +increases to £10  
6.31 – 6.45 + increases to £15 and so on

Parents must ensure that their registration forms contain at least four people who can be contacted in an emergency and have permission to collect their child. Please also ensure that the people listed are informed of the link club and school telephone numbers to ensure that they answer their phone.

The staff at link club also have a right to a work / life balance and it should not be presumed by parents / carers that staff can wait indefinitely for their arrival. Staff will also have to be paid overtime which affects the financial position of the club. If persistent lateness occurs, the place will be withdrawn.

### **Uncollected Children**

In the event that a child is not collected by an authorised adult at the end of the session, the Link Club puts into practice agreed procedures. This ensures that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

If a child is not collected at the end of a session we will:

- Check the child's contact details and try and contact their parent/carer and every other contact on their file.
- If the child has not been collected and parents/carers are not responding to calls the play leader will inform a member of the management team.
- If a child has not been collected after one hour, they will inform the Headteacher/ Chair of Governors before contacting the local authority's Children's Services Team.

### **Missing Children**

Children's safety is the highest priority at all times and with the procedures we have in place it would be unlikely that a child could go missing, however in the event of a child found to be missing or leaving the club, during the session\* without a member of staff being aware we will:

- Inform all Link Club staff.
- Check the registers to make sure all other children are on the premises.
- Check doors and gates for any breach of security.
- Carry out a thorough search of the building, playgrounds and garden areas.



- If the child is not found, the parent is contacted and the missing child reported to the police within 5 – 10 minutes.
- Link Club staff establish when and where the child was last seen and records this.
- Link Club staff contact the Headteacher (or a member of the management team) to inform of the current situation.

*\*The term 'during the session' means from the time the child has been signed in, or picked up from class, to the time the child is delivered to their classroom or parent/carer.*

### **Homework Policy**

It is important that Link Club is a place where children feel safe, happy and relaxed. It is not to be seen as an extension of school and activities planned within the afterschool club sessions are based around play, fun and relaxation.

The Link Club is NOT a homework club and staff are not teaching assistants and will not be expected to complete homework with the children. If a child requests the time to complete their homework, they will be allowed to do so and a quiet area will be available for activities such as reading etc. However, it is ultimately the parent / carers responsibility to check any homework that they child decides to complete with the Link Club.

### **Positive Behaviour Policy and Discipline**

At Great Sankey Primary, we value everyone as an individual, capable of growth, change and development. Our relationships are underpinned by the principles of justice, equality, mutual respect, fairness and consistency. We have high expectations that support the development of our pupils as effective and responsible citizens, championing British Values. The governors expect any policy or actions to be in accordance with their responsibility under equality legislation.

Principles:

- All children, staff and visitors have the right to feel safe at all times in school.
- Great Sankey Primary is an inclusive school. All members of the school community should be free from discrimination of any sort. Measures to protect children are set out in the Behaviour and Equality policies.
- The school rules should be clearly set out in the Positive Behaviour Policy and displayed around school. Governors expect these rules to be consistently applied by all staff.
- Governors would like to see a wide range of rewards, consistently and fairly applied in such a way as to encourage and reward good behaviour around school.
- Sanctions for unacceptable/poor behaviour should be known and understood by all staff and pupils and consistently applied.
- It is recognised that the use of rewards and sanctions must have regard to the individual situation and the individual student and the Headteacher is expected to use his/her discretion in their use. Sanctions should however be applied fairly, consistently, proportionally and reasonably, taking into account SEND, disability and the needs of vulnerable children, and offering support as necessary.

- The Governors strongly feel that exclusions, particularly those that are permanent, must only be used as the very last resort.
- The Governors expect pupils and parents to cooperate to maintain an orderly climate for learning.
- The Governors wish to emphasise that violence, threatening behaviour or abuse by pupils or parents towards the school's staff will not be tolerated verbally, physically or online through Social Media. If a parent does not conduct himself/herself properly, the school may ban them from the school premises and, if the parent continues to cause disturbance, he or she may be liable to prosecution
- The Governors expect the Headteacher to include guidance on the use of reasonable force, within the Positive Behaviour Policy.

Our GSP Code of Conduct is designed to promote positive behaviour, and will:

- Communicate to pupils what good behaviour means and why it is important
- Reward positive behaviour so that it is recognised and valued by our school community
- Establish clear sanctions to be used as a consequence of unacceptable and persistent behaviour
- Match the curriculum to the needs of all children

We will always challenge unacceptable behaviour and to encourage positive behaviours we identify the positives, praise and reward in a consistent and fair manner. Link club will follow the Schools Positive Behaviour Policy and any serious incidents will be reported to the management team.

Informally and in conjunction with parents/carers, we will decide what methods to use to correct any unacceptable behaviour, it is hoped that these methods will be reinforced at home. Each child is an individual and so methods used will vary but will be adapted according to the possible causes and the child's developmental age and needs.

Link Club hopes to work in partnership with parents/carers and will inform parents of any behavioural issues as and when they occur, this will be communicated to them either by the staff within club, or via email.

We will:

- Inform parents in club or via email to let them know of any issues or situations occurring within the club involving their child.
- Monitor the situation in conjunction with parents giving daily/weekly updates if necessary, by email.
- Meet with the parents to discuss methods or strategies which can be used to try and resolve behavioural issues.

In the event that behavioural issues continue, and they are having adverse effects on the children in our care or staff we will revoke the child's place at the club.

This decision would not be taken lightly and would only be made once all of the above actions have been followed. As a childcare provision we have a duty of care for all the children attending the club, and also our staff, if a child's behaviour is jeopardising the level of care that we can give this becomes a safeguarding issue and must be addressed immediately.

The complaints procedure will be open to any parents/carers who have any concerns arising from this.

A code of conduct will be created together with the children.

### **Safeguarding**

Safeguarding is everyone's responsibility and all Link Club staff have the welfare and wellbeing of all children in their care at the heart of all they do in order to keep children safe from harm.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment at all times.

Our staff will follow the School's Safeguarding and Child Protection Policy and will be fully trained.

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually. All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the role and identity of the designated safeguarding lead's (DSL) and the Safeguarding Officer, the behaviour policy, and the safeguarding response to children who go missing from education
- The early help process and their role in it, including identifying emerging problems, liaising with the DSL and or Pastoral Staff and sharing information with other professionals to support early identification and assessment
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), Child Criminal Exploitation (CCE) indicators of being at risk from or involved with serious violent crime, FGM and radicalisation and mental health support

### **Managing an allegation of abuse against a member of staff.**

Link Club will work with, children, parents and the community to ensure the rights and safety of children.

- We ensure that all staff and parents are made aware of our safeguarding policies and procedures.
- Applicants for posts within the Club are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out our 'enhanced disclosure' checks with the DBS (Disclosure and Barring Service), previously known as Criminal Records Bureau, before posts can be confirmed.
- All parents know how to complain about the behaviour or actions of staff/volunteers within the Club or anyone within the setting which may include allegations of abuse.
- We follow the guidance of the Safeguarding Children Board when responding to any complaints that a member of staff/volunteer or anyone working in the premises has abused a child.
- We record details of any such alleged complaint.
- We refer any such complaint immediately to the Local Authority's Designated Officer (LADO) for managing allegations about staff.
- The LADO will advise the school when it is necessary for the Head Teacher to suspend the member of staff on full pay, or prevent the volunteer from helping in the setting, for the duration of this investigation.

***This is not an indication or admission that the alleged incident has taken place but is to protect the staff as well as the children and families throughout the process.***

### **Complaints Procedure**

Developing partnerships with parents and carers is essential to the quality and development of the club. The Club will provide parents and carers with as much information as possible about the services we provide. We welcome any suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting.

If a parent is unhappy or has a concern about any aspect of the settings provision, they should follow the procedures below:

- Any parent who has a concern about any aspect of the setting's provision should report their concerns to the Link Club Administration either by email, telephone or face to face.
- All concerns will be investigated by the Play Leader and the results of the investigation will be issued to the parent in writing. It is hoped that complaints should be resolved amicably at this stage.
- If this does not have a satisfactory outcome, the parent can put their concerns or complaint in writing to the Management Committee at the address below:

Link Club Management Committee  
Great Sankey Primary School  
Liverpool Road  
Great Sankey  
Warrington  
WA5 1SB

All details of the complaint will be recorded and filed in a complaints file.

### **Staffing**

We provide a staffing ratio in line with the local authority guidelines and Early Years Foundation Stage requirements. To meet this aim, we use the following ratios of adults to children:

- Children aged 4 to 8 is 1 adult : 8 children
- Children aged 8 to 11 is 1 adult: 15 children

A minimum of two members of staff are on duty at any one time. We will use a 'key person' approach to ensure that all children have a named member of staff to form a relationship with and who will liaise with parents for the child's well-being and support their individual needs.

All staff will have been employed through a fair, competitive process under our staff recruitment and selection processes that promotes equality of opportunity. All staff have job descriptions which clearly set out their roles and responsibilities. We follow our Safer Recruitment policy which also includes obtaining references and undertaking a full DBS.

Equal opportunities will be considered in all aspects of staff terms and conditions and will be reviewed. This will look at leave for periods of maternity, paternity, sickness, dependants and adoption or fostering.

Link Club aims to ensure that staff do not suffer offensive language or behaviour in the workplace. Staff contracts will state that offensive language or behaviour is not acceptable. Any use or misuse of Drugs or any form of Substance abuse will not be tolerated and alleged use must be reported to the Club Manager.

Staff Training needs will be reviewed regularly and arranged as appropriate.

Any complaints or grievance from a member of staff should be made to the Head teacher who will refer the matter to the Management Committee. All staff will be expected to follow the procedures/guidelines for Health and Safety in the Workplace.

### **Equal Opportunities**

Link Club is committed to achieving a service which provides equal opportunities and freedom from discrimination on the grounds of race, sex, class, gender or disability in both

the service provided and employment. Link Club is committed to taking positive action to eliminate discrimination in all areas of its work.

### **Disability Policy Statement**

Link Club promotes equality of opportunity for children with special needs and their parents and carers. Link Club also seek to encourage access to children and parents and carers with disabilities. We aim to make full use of the skills and abilities of workers both voluntary and paid and to assist them in suitable employment or work as appropriate within the organisation.

### **Special Needs Policy**

Our Link Club aims to provide appropriate learning opportunities for all children. Children with special needs, like all other children, are welcomed by our Club. We liaise our Special Needs Co-ordinator when any child with extra needs attends our Link Club. Staff where possible, will attend training on special needs and we will work closely with parents of children with special needs to create and maintain a positive partnership.

### **Illness**

Parents are asked to keep children at home if they have an infection and to inform the Link Club as to the nature of the infection so that staff can make careful observation of any child who seems unwell.

As with school procedures, parents are asked to keep at home any child who has been vomiting or has diarrhoea until at least 48 hours have elapsed since the last episode. If your child tells us that they have been sick within 24 hours, we will ring you to come and pick them up.

Cuts or open sores, whether on adults or children, should be kept covered with a plaster or other dressing.

Link Club will ensure that the first aid box is kept clean and replenished as necessary. They also have direct access to the defibrillator and first aid room.

### **Personal Hygiene**

Staff will ensure that children will wash their hands following messy activities, outdoor play, after using the toilet and before they eat. A box of tissues will be available and children will be encouraged to blow and wipe their noses when necessary. Children will be encouraged to shield their mouths when coughing and will wash their hands using a soap free cleanser that is dispensed for individual use.

## **Cleaning and Clearing**

Any spills of blood, vomit or excrement will be wiped up and flushed down the toilet. Staff will always wear protective disposable gloves when cleaning up any bodily fluids. Floors and affected surfaces will be dis-infected.

All surfaces will be regularly wiped with an anti-bacterial solution or a sterilising solution. If a child has soiled themselves we will remove the child from the group, inform the parent/carer and keep the child comfortable until a parent arrives. If the child is able to, we will encourage them to clean themselves and offer a change of clothes, until their parent/carer arrives. Any soiled garments will be wrapped in a polythene bag.

## **Health and Safety**

The School Health and Safety policy is followed by the Link Club. This policy is communicated to all employees and is reviewed annually. Staff are also supported with

- Fire prevention
- Fire evacuation
- Accidents and first aid
- Emergency information
- Health and Safety checklist
- Medication

A member of staff from the team will complete a Health and Safety check before every session and report any hazards to the maintenance team via the daily message folder. All hazards must be made safe prior to any children attending the sessions.

## **Fire Safety**

We ensure that we have the highest possible standards of fire precautions in place across the school. Evacuation procedures are clearly displayed and there will be a termly practice to support with evacuation that is swift, calm and safe.

## **First Aid**

There will be a designated first aider in place at every session. They will also ensure that the First Aid box is kept fully stocked and any accident forms are completed as and when necessary.

## **Medication**

The Link Club will follow the schools' policy on administering medication and parents / carers must ensure a medication form has been completed.

## Tree Tops Link Club 2024-2025



<b>Name of Child:</b>				
<b>Year Group and</b>		<b>Registration Form</b>		
<b>Address</b>				
<b>Names of guardians authorised to collect</b>	<b>Relationship to child</b>	<b>Mobile Number</b>	<b>Work Number</b>	<b>Home Number</b>

Please provide a password to be given in the event that a family member or friend not known to link club staff collects your child.

**New Customers – Please tick sessions required (All sessions subject to availability)**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>					
<b>Afterschool</b>					
<b>Required start date</b>					



### Exiting Customers – Changing session times

Please complete this section if you would like to change or add to your current sessions. Only include those sessions you would like to stop attending. If you would like additional sessions, please indicate which days you would like.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Ceasing					
Breakfast Starting					
After school Ceasing					
After School Starting					
With effect from					

### Parent Declaration

I confirm that I have read and understood the link club policy, terms and conditions.

By signing this agreement, I understand that I have entered into a contract with Treetops @GSP Before and After School Link Club and will adhere to the guidelines, including payments.

<b>Name of parent / carer:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Once you have completed this form please return it to the school office or email to [treetops@greatsankeyprimary.tcat.uk.com](mailto:treetops@greatsankeyprimary.tcat.uk.com). For full terms and conditions, please refer to the Tree Tops Link Club policy and handbook on our website at [www.greatsankeyprimaryschool.co.uk](http://www.greatsankeyprimaryschool.co.uk)

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### For Office Use :

Headcount	Registers	Invoice	Confirmaton	Other