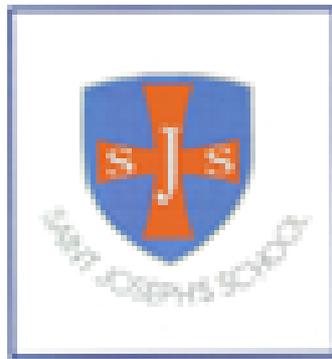


ST. JOSEPH'S MORNING CLUB & AFTER SCHOOL CLUB



**Policies and procedures
for staff and parents**

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PROVISION

- St. Joseph's Primary School Morning & After School Clubs endeavours to provide quality and affordable childcare for all children and young people, from their 3rd birthday to their 12th birthday, who attend St. Joseph's Primary School & Footsteps Nursery.
- We provide a wide range of activities in a safe, secure and happy environment with qualified staff.
- We provide a healthy snack, meeting the nutritional and cultural needs of all children and young people.
- Our Clubs meet the regulations laid out within the EYFS National Standards for Out of School Care and all other legislation relevant to our operation.

1. STAFFING

Our Clubs are committed to placing the best interests of children and young people's welfare, care and development at the centre of all staffing matters.

The Clubs are managed on a day-to-day basis by the appointed Supervisor, who will report directly to the Head Teacher.

There must be at least two members of staff present during the Clubs opening hours and all staff must hold an up-to date DBS check, a current Basic Food Hygiene, Safeguarding, and a Paediatric First Aid qualification. One member of staff must be qualified to Level 3 or above and this member of staff is counted in the ratio of 1:8 for all nursery children. The ratio of adults to children must be adhered to as set out in the EYFS standards. Mrs Mondrendo and Mrs. Brand are the clubs supervisors.

2. EMPLOYMENT OF STAFF

All club staff are employed by the Governing Body of St. Joseph's School and are subject to the terms and conditions and disciplinary rules set out by Bracknell Forest Borough Council.

All staff must be aware that confidentiality is very important and the breaking of our confidentiality rules could lead to disciplinary action by the Governing Body.

3. STAFF DEVELOPMENT AND TRAINING

Staff training is considered important to the well-being of the children and young people in our care, therefore, the aim is that training must be ongoing and updated as necessary.

4. PARENTS, CARERS, STUDENTS AND VOLUNTEERS

St. Joseph's Morning & After School Clubs promote and encourage parents, carer, student and volunteer involvement, however, these persons are to complement, not replace, staff. As with all staff, DBS checks will be carried out by the school. Parents, carers, students and volunteers will never be left in sole charge of the clubs or of any child within it.

5. SETTLING IN

All families wishing to use the clubs may visit during normal running hours to familiarise themselves with how the clubs runs. All children and young people will be given a club induction on their first day to enable staff to find out more about the child and to explain what is expected of the child in terms of behaviour and safety. Staff will carefully monitor new children and young people and discuss any concerns with parents/carers.

6. ARRIVALS AND DEPARTURES

All children attending every day usually will have been pre-booked. Every effort will be made to take late bookings, but parents and carers are responsible for confirming that there are spaces available, especially if they book by leaving a message on the school's phone. If bookings are not made in person, and there is not space to take a child, then the club supervisors or school receptionist will contact the parent by telephone and St. Joseph's Morning & After School Club expect the child to be collected within half an hour. Bookings may be made up to half a term in advance for the After School Club.

We have a password system in place and will not release any child or young person unless the person collecting them is able to supply us with the correct password for that family. Children and young people must be collected by a responsible person and will not be released to adults who are not known to the staff without prior arrangement with the parents/carers unless they have the relevant password. We will not allow a child in our care to leave the scheme with a child who is under 12 years of age. Once the parent/carer/nominated person has signed out the child/children and young people, they become the responsibility of that person and not that of the clubs, even if they are still within the school grounds. The supervisor has the right to refuse to allow any child or young person to leave the site with any adult who is deemed unfit to take parental responsibility due to alcohol or substance misuse.

If you are late collecting your child(ren), this would be after the 6pm closing time, it will result in a charge of £5.00 per five-minute block. For example, 10 minutes will cost £10. A late letter will be issued and signed by the club supervisors. Persistent problems may result in parents/carers being unable to use the scheme in the future.

We are obliged by law to notify the Duty Social Worker if any child has not been collected 30 minutes after the After School Club has closed and we've been unable to make contact with either the parent/carer, or the alternative emergency contacts we have been given. Two members of staff must remain with any child whose parent/carer is late. If no contact has been made after half an hour, then social services will be informed.

Any problems with attendance and collection times should be dealt with in the first instance informally (a discussion with the parent/carer). However, persistent problems can be brought to the attention of the Governing Body and they can make a decision regarding the said parents'/carers' future use of the clubs.

7. EQUIPMENT AND ACTIVITIES

All equipment used by the clubs meets the required safety standards and is checked regularly for defects.

Equipment is cleaned regularly and stored in an appropriate way.

Children and young people are involved in all decisions regarding what is purchased for the clubs.

The Supervisor and her staff will facilitate play and create play spaces for the children. There will be opportunities for free choice and free expression of ideas, games and activities. There will always be alternatives in play, crafts and games.

8. INVOLVING AND CONSULTING CHILDREN AND YOUNG PEOPLE

St. Joseph's Morning & After School Clubs works within the boundaries of the UN Convention on the Rights of the Child (1991).

St. Joseph's Morning & After School Club agrees that:

- * All children and young people have a right to expect that their best interests are a priority when decisions are being made by the clubs and the school's governing body about them.
- * All children and young people have the right to a say in anything that affects them.
- * All children and young people have the right to be protected from all forms of violence, kept safe from harm and protected by those who look after them.
- * All children and young people have the right to rest, play and have the opportunity to join in a wide variety of activities.

All the rights in the Convention must apply to all children and young people without discrimination of any kind. Every child has equal rights, as disclosed in our Equal Opportunities Statement.

Children and young people will be consulted regarding how their club runs. This consultation will include:

- Food and drinks served
- Equipment and toys purchased
- Activities provided
- Behaviour codes

9. PHYSICAL ENVIRONMENT

Our clubs' premises are kept safe and secure at all times and there is adequate space for all play opportunities undertaken. The clubs will maintain an open room layout, allowing the children and young people to interact and move freely between activities.

The staff will ensure that the environment is friendly, clean and cheerful. Whenever possible, work prepared in the clubs will be displayed.

The outdoor area will be kept clean and hazard free and staff will ensure that the children and young people are safe and secure at all times.

10. HEALTH & SAFETY

The play staff are responsible for ensuring that they have read the school's Health and Safety Policy and that they take due care and attention whilst undertaking their duties.

Staff must read and regularly update their knowledge of the Procedures published by the governing body regarding their working routines. An induction is undertaken with all new staff and records are kept of this process.

11. RISK ASSESSMENT

Staff will undertake daily risk assessments of all activities that take place at the clubs. Copies of these risk assessments are to be kept in the Risk Assessment File. The supervisor will liaise with the caretaker and the on-site Health and Safety Officer as necessary.

The preparation and maintenance of an overall Risk Assessment of the building and outdoor area is the responsibility of the governing body or its nominated School Health and Safety Officer - Mrs Juanita Dunlop. Children/young people are encouraged to self-risk assess their activities and play.

12. SITE SECURITY

The club staff are responsible for ensuring that all areas used by the children and young people are secure at all times.

All adults visiting the clubs will be asked for identification and a record of these people will be kept. All doors will be kept securely locked and free of hazards.

Children and young people will not be permitted to answer the door at any time unless they are accompanied by a member of staff.

If an unidentified person is seen on site, the children and young people will be counted immediately and kept in a secure area whilst a member of staff deals with the incident.

The staff will not compromise their safety and will call for assistance as soon as possible.

13. HEALTH, ILLNESS AND EMERGENCY

At least one member of staff for each session will hold an up to date Paediatric First Aid qualification.

The club will keep an adequate stock of first aid items and ensure that these are replenished regularly.

A First Aid box will be kept within easy reach of staff at all times, both on and off site.

Grab Bags are to be kept in the clubs for children that have medical needs.

14. ACCIDENTS

Meeting the requirements set out in the Health and Safety (First Aid) Regulations 1981, staff will work to ensure the safety of the children and young people, but in the event of an accident requiring hospital treatment, every effort will be made to contact the parents /carers.

If the child cannot be accompanied to hospital by their parent/carer, then a member of staff will undertake this role and stay with the child.

Staff will treat small cuts and bruises.

All accidents will be reported to the parents /carers and entered into our **Caretaker What's App**.

Parents/carers must sign the book and will be given a copy of the accident record.

15. SICKNESS

If a child has been sent home from school, it is considered that the child is also unfit for the Morning & After School Clubs. Parents/carers are responsible for notifying the clubs that their child will not be attending. The club supervisor's decision is final in determining whether the child is fit to attend the clubs.

If a child has suffered from diarrhoea and sickness, parents are asked not to bring them to the clubs until at least 48 hours has elapsed since the last attack.

16. MEDICINE

In the event of children and young people needing prescribed medication whilst attending the clubs, a signed form must be filled in by the parents/carers prior to the administration of any medicine.

Medicine will be administered in the presence of another adult and a record will be kept of time and dosage. The record will be signed by the staff member who has administered it and countersigned by the witness. These records will be kept in a locked cupboard. The supervisor has the right to refuse to administer any medicines.

The governing body reserves the right to withdraw this service without notice to parents/carers.

17 HYGIENE

Working within the legislation set out in the Food Safety Act 1990 we ensure that all staff are trained to the required standards for food handling.

The staff are responsible for ensuring that the areas within the school used by the clubs are kept clean and tidy and that there are sufficient toilet facilities for the number of children using the clubs. The required ratio of toilets to children and young people is 1:10 with separate facilities made available for the older children. Consideration is to be given to the privacy and personal requirements of all children and young people. Staff must not use the same toilets as the children and young people. EYFS children will be escorted to the toilet if they are in another area of the school.

Staff will demonstrate and promote a high standard of personal hygiene at all times and discuss these issues in a positive manner with the children and young people.

18. SMOKING, ALCOHOL AND DRUGS

St. Joseph's Morning & After School Clubs operates a NO SMOKING policy which means that all staff and visitors must NOT smoke anywhere within the site that the clubs operates on. Staff must never smoke in the presence of children and young people who attend the clubs.

Alcohol and drugs are not permitted on site at any time.

If the supervisor suspects that an adult visiting the clubs may be under the influence of any substance they must ask that person to leave the site immediately and note this in the Incident Book/ Orange File/Safeguarding Report.

Staff will promote the disadvantages of the use of these substances to the children and young people.

19. FOOD AND DRINK

All the staff in the After School club hold a current Food Hygiene Certificate. Healthy food and drinks are offered daily at snack time, with fresh drinking water available throughout the session.

20. SPECIAL NEEDS/INCLUSION

Within the bounds of our staff training and facilities, we will always strive to accept children and young people with special needs, provided the environment meets their specific needs.

Parents/carers will always be consulted regarding the child's access to the clubs, however, the safety of the scheme as a whole must be considered during such decision making.

We will work in partnership with parents and other agencies in meeting individual children's needs.

The provision for children with SEN/disabilities is the responsibility of all members of staff and our Equal Opportunity policy strives to ensure equality of access to our premises and facilities.

We will ensure the privacy of children with SEN/disabilities when intimate care is being provided.

21. BEHAVIOUR MANAGEMENT

21.1 Aim

- * That each child learns to respect and consider other people's feelings and property.
- * That each child learns to take responsibility for his/her own behaviour.
- * That a framework of behavioural expectation is established by all those who work with the children and young people.
- * That parents are aware of the standard of behaviour expected in the clubs and can offer support.
- * That each child learns that he/she is a valued member of St. Joseph's Morning & After School Clubs and has high self esteem.

The St. Joseph's Morning & After School Club Supervisors are responsible for establishing their own set of rules with the children. These rules must be displayed in the club and referred to on a regular basis. The rules must be reviewed regularly and amended as necessary.

- We use positive handling, such as holding, only to prevent physical injury to adults or children and/or serious damage to property. Several members of staff have undergone Team Teach training which gives strategies to de-escalate, defuse and divert in order to prevent violence and reduce the risk of injury to adults and children.
- Incidents requiring the use of such restraints must be brought to the attention of the manager and must be recorded (what happened, what action was taken by whom, and the name of witnesses). The child's parent/carer must be informed on the same day.
- Strategies such as Positive Handling Plans will be agreed by all staff /parents and consistently implemented. Only staff trained in Positive Handling should use this strategy.

21.2 Agreed unacceptable behaviour

- * **Bullying** - This involves the persistent physical or verbal abuse of a child or children by another child. We take bullying very seriously. If a child bullies another child or children:
 - We intervene to stop the child harming the other child or children.
 - We explain to the child doing the bullying why her/his behaviour is inappropriate.
 - We give reassurance to the child or children who have been bullied.
 - We encourage the child who has done the bullying to say sorry for his/her actions.
 - We make sure that children who bully receive praise when they display acceptable behaviour.
 - We do not label children who bully.
 - We discuss what has happened with their parents and with them work out a plan for handling the child's behaviour.
 - When a child has been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.
- * **Lying**
- * **Stealing**
- * **Swearing**
- * **Deliberate destructiveness**
- * **Racist or sexist remarks**

21.3 Supervisor's responsibilities

- * To establish a framework of acceptable standards of behaviour within which each child is clearly aware of the boundaries.
- * To ensure that the governing body, staff, parents and children and young people are aware of the behaviour policy and understand how it works within the clubs.
- * To ensure that the governing body is made aware of any problems.
- * To involve parents and carers at an early stage where there are significant concerns about a child's behaviour.
- * To arrange to meet with parents and carers to discuss any issues.

21.4 PLAY STAFF RESPONSIBILITIES

- * To make sure that the child knows what is expected of them in terms of behaviour at the

Clubs.

- * To be responsible for the child's behaviour within the confines of the Clubs and within the Clubs' activities, reminding them of what is acceptable.
- * To make time to communicate with parents and carers to let them know how their child is behaving in the Clubs.
- * To be positive about individuals and try to raise their self-esteem through positive encouragement and praise where justified.
- * To have high expectations of all children and young people and encourage them to take responsibility for their actions and behaviour.
- * To set an example and provide a positive role model for the children and young people.

21.5 SANCTIONS

- Reprimand
- Seek opportunities to talk about examples of good behaviour
- Remove from group's attention (for example, calming down time)
- Remove privileges
- Note behaviour in incident book which Supervisor, child and parent/carer signs.
- Discuss behaviour with parents
- When there are three incidents noted in the Incident Book within a period of one month the Supervisor will discuss the behaviour with the headteacher.
- Under **NO** circumstances is corporal punishment used as a sanction. The Supervisor may use physical restraint **only** if a child is in danger of harming him/herself, or another child, or an adult, or to prevent damage to property.

22. PARTNERSHIP WITH PARENTS AND CARERS

We work in Partnership with Parents and Carers who are the primary carers of the children and young people who attend our scheme. Our Staff will respect any decision made by parent and carers regarding the care of their child and we will, within the legal framework governing our Clubs, uphold these wishes.

We will endeavour to meet the needs of all parents/carers. If parents/carers have a concern they should discuss it with the Supervisor immediately.

Our Clubs are there to support families and to enrich the opportunities for their children and young people.

Information for parents and carers about our Clubs and any other information that may support families is available on the school website.

23. MISSING PERSONS

If, after the register has been called (and after subsequent questioning), the whereabouts of a child cannot be satisfactorily determined, a controlled search of the Clubs premises and school site should be carried out. Any search should be co-ordinated by the Clubs' Supervisors and staff.

Parents/carers will be contacted once the Supervisor or person in charge of the Clubs has carried out a full assessment. The Supervisor will make a judgement on when outside intervention is needed and will contact the Police, Ofsted and child's parents.

24. NON COLLECTION OF A CHILD

If a parent/carer fails to collect a child at the end of the session the Supervisor should attempt to contact the emergency telephone numbers that parents/carers have supplied and deal only with the persons that have been nominated as emergency contacts on the child's registration form. If, after

30 minutes, contact cannot be made with any nominated persons, then the Supervisor should contact the Duty Social Worker at Bracknell Forest Borough Council. Two staff members must remain with the child until a suitable adult assumes responsibility for the child. The person assuming responsibility for the child must sign the Clubs' signing out book along with the time of collection.

25. COMPLIMENTS AND COMPLAINTS

All users of the Morning & After School Clubs have the right to complain to the Supervisor or Headteacher. The Headteacher makes all decisions concerning the day to day running of the Clubs and these decisions are final. However, a right of appeal to the Governing Body is available; this must be undertaken in writing within 14 days. The Supervisor will forward the complaint to the Governing Body. The Governing Body will respond to any written complaints within 10 working days.

In extreme circumstances users may wish to complain to OFSTED and they may be contacted at the following address;

**Ofsted,
Piccadilly Gate
Store Street
Manchester,
M1 2WD**

Tele; 0300 123 1231

Complaints;0300 123 4666

26. USEFUL CONTACTS

Children's Social Care (Social Services) (Mon to Fri 9.00am-5.00pm) Bracknell Forest 01344 352005
or Email: mash@bracknell-forest.gov.uk

Website: www.bracknell-forest.gov.uk/mash

Emergency Duty Services - 01344 786543 Available 5pm - 9am weekdays, 24hrs on weekends and bank

Thames Valley Police: 999

NSPCC Child Protection Helpline: 0808 800 5000 Child-Line: 0800 1111

Ofsted 0300 123 1231 Address; Piccadilly Gate, Store Street, Manchester, M1 2WD and
enquiries@ofsted.gov.uk

Ofsted Website: www.gov.uk/ofsted

LADO 01344 352767 Kogie.Perumall@bracknell-forest.gov.uk

27. DOCUMENTATION AND INFORMATION

The Clubs 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.

The Clubs are aware of its obligations with regard to the The Data Protection Act 2018 and the UK's implementation of the General Data Protection Regulation (GDPR).

The information kept within our Clubs is stored in a locked cabinet and access is restricted to Club Staff only.

Staff work within strict confidentiality rules and information will not be shared unless we have permission or the child's welfare may be compromised.

Parents and Carers are obliged to complete all documentation requested by the Clubs and must submit a request in writing if they do not wish to disclose information. The Clubs reserve the right to refuse admission if we do not hold information needed to ensure that the children and young people are safe. Parents and Carers are obliged to inform the Club of any changes to their circumstances.

28. ADMISSIONS POLICY AND REGISTRATION REQUIREMENTS

The Clubs are open to all children and young people attending St. Joseph's Primary School and Footsteps nursery, between their 3rd birthday and their 12th birthday. When there is a waiting list for the clubs, priority will be given to the school children before the nursery children.

A registration form must be filled in by parents/carers for all children and young people before they attend for the first time. This registration form will ask parents/carers to supply information which includes: two emergency contact telephone numbers, full postal address, details of any allergies the child has i.e. nut allergy, any special needs the child has and any details regarding access i.e. court orders.

It is the responsibility of the parent/carers to inform St. Joseph's Morning & After School Club of any changes to this information; however, the Clubs should remind parents/carers each term of the need to keep this information updated.

The monitoring of all admissions should take place and the information gained should be used as a tool for review and evaluation as to whether the Clubs are meeting local needs.

All enquiries regarding admission should be referred to the St. Joseph's Morning & After School Club Supervisors. All parents/carers can request a meeting with the Supervisor at any time during operational hours should the need arise. All discussion and information passed on to the staff will be treated with complete confidentiality at all times, except in those incidents which place a statutory obligation on St. Joseph's Morning & After School Clubs

29. FEES

It is the duty of the secretary to collect fees and to identify any problems with fee payment.

Fees are to be paid on a half termly basis and payment is required within 2 weeks of the billing being issued, unless prior arrangement has been organised between the Club Supervisors and the parent/carer.

Payments should be made through Parent Mail, in cash or cheque to St. Joseph's Catholic Primary School.

Fees continue to be payable if your child is absent for any reason, including School Trips and illness.

Should parents/carers experience difficulty in meeting fees then they, and the Club Supervisors, should communicate, in confidence, as to an effective solution to the problem. The Governing Body will be advised of any alternative payment arrangements made.

It you wish to withdraw your child from the After School Club or make any changes to the sessions he/she attend, a half term's written notice is required.

If fees are not paid within 2 weeks, then your child's place at the After school club could be forfeit. All bad debts will be reported to the Governing Body.

30. PLAY POLICY

Play is.....

"All children and young people need to play: the impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities."

"Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons."

"The prime focus and essence of Playwork is to support and facilitate play."

(Playwork Principles)

To play is to allow ones to freely explore and make sense of the world, experiment, and express themselves without fear of judgement

Every child/young person.....

Have their own special needs. Disability, race, gender or parental income should not be obstacles to children playing together.

WE AIM TO MEET THE NEEDS OF ALL CHILDREN IN AN INCLUSIVE WAY

Our Duty.....

Is to ensure our play setting provides a challenging and stimulating environment. Children will be allowed to take acceptable risks in the school clubs. Play workers should be clear about their aims and their ability to best facilitate children's play

"The role of the playworker is to support all children and young people in the creation of a space in which they can play". (Playwork Principles) "Space includes social, emotional and imaginative as well as physical space". (Conway 2008)

We recognise that children are the experts in their own play. Children will be involved in planning spaces and activities so that the programme reflects their opinions and interests, and to support us in providing for the needs of the different "play types" (Hughes 2006), such as the need to create a play space where children can 'hang out', which is a natural process of growing up. (Hampshire and Wilkinson)

Challenging Play.....

Children often crave risk when playing; they want challenge and excitement in their play and they learn from it. They need to experience challenging play in order to develop important life skills and to better manage risk and challenge in their daily lives, building self-confidence, self-esteem and resilience to health, both emotionally and physically, as "overcoming challenging situations is an essential part of living a meaningful and satisfying life." (Gill, T. 2008)

However, opportunities for children to take such risks are often limited due to our risk-adverse culture and a preserved increase in health and safety constraints.

"In any human activity there is an element of risk. Three factors are central to determining whether or not the level of risk is acceptable or tolerable

The likelihood of coming to harm

- The severity of that harm
- The benefits, rewards or outcomes of the activity
- We will empower the children in assessing risk for themselves by
- Introducing children to new equipment/activities. Discuss how they can be used safely, and what might happen if used inappropriately.

- Consult with children and set boundaries for behaviour, and refer to these often. Discuss what the risks might be if there were no ground rules, eg no running with scissors - higher risk of tripping and becoming injured.
- Talk about how it feels to be bullied and who they can talk to about it.
- Before starting or introducing a new activity consult with the children on how this can be managed/how we should behave.
- Discuss what went well/what didn't work with children after an activity
- Discuss accidents/injuries that have happened, and consult with the children on why they think this has happened, and how it can be minimised in the future
- Consulting with them about the benefits of a particular activity, and the risks this might impose, (with regards to child's level of understanding), and involving them in the decision making process.
- Observe and assess risks in children's play, to decide if whether there is a need to intervene and how to support the children's problem solving processes.
- Discuss with children, and support them in their ideas about the potential risks of visits and visitors
- Share ideas with the children about how they can keep safe when playing away from adults, e.g. being with other children

Staff at St. Joseph's are aware of the types of risk that children might experience during their play, they are: Physical, Emotional, Behavioral and Environmental.

We recognize that every child is unique, and that what one child might consider a challenge, another might consider too easy. Our staff appreciate that individual children need and want to access different levels of risk. We will not force children to do anything which they are not confident to do for themselves, or to go further than they feel safe. We will always be vigilant and will support children in their play.

Examples of some of the challenging play opportunities that we offer are

- Role Play
- Rough and tumble
- Using woodwork tools
- Playing in the dark

A play environment without challenge will not satisfy and children will seek adventures in other places, also, we believe that the likely outcomes of children not being able to risk assess for themselves will be that children will have more accidents, as they will not understand the dangers and their own limitations. "...challenging environments allow children to test themselves and explore their abilities....they can learn the penalties of misjudging a risk....children will never understand risk if society prevents them from experiencing it....thus putting them at risk of harm." (Play England)

The Play Types

- Symbolic Play - play which allows control, gradual exploration and increased understanding without the risk of being out of one's depth.
- Rough and Tumble Play - close encounter play which is less to do with fighting and more to do with touching, tickling, gauging relative strength. Discovering physical flexibility and the exhilaration of display.
- Socio-dramatic Play - the enactment of real and potential experiences of an intense personal, social, domestic or interpersonal nature.
- Social Play - play during which the rules and criteria for social engagement and

interaction can be revealed, explored and amended.

- Creative Play - play which allows a new response, the transformation of information, awareness of new connections, with an element of surprise.
- Communication Play - play using words, nuances or gestures for example, mime, jokes, play acting, mickey taking, singing, debate, poetry.
- Dramatic Play - play which dramatizes events in which the child is not a direct participator.
- Deep Play - play which allows the child to encounter risky or even potentially life threatening experiences, to develop survival skills and conquer fear.
- Exploratory Play - play to access factual information consisting of manipulative behaviours such as handling, throwing, banging or mouthing objects.
- Fantasy Play - play which rearranges the world in the child's way, a way which is unlikely to occur.
- Imaginative Play - play where the conventional rules, which govern the physical world, do not apply.
- Locomotor Play - movement in any or every direction for its own sake.
- Mastery Play - control of the physical and affective ingredients of the environments.
- Object Play - play which uses infinite and interesting sequences of hand-eye manipulations and movements.
- Role Play - play exploring ways of being, although not normally of an intense personal, social, domestic or interpersonal nature.
- Recapitulative Play - play that allows the child to explore ancestry, history, rituals, stories, rhymes, fire and darkness. Enables children to access play of earlier human evolutionary stages

31. CONFIDENTIALITY

Our work will bring us into contact with confidential information. To ensure that all those using and working in the school clubs can do so with confidence, we will respect confidentiality in the following ways:

Parents/carers will have ready access to files and records of their own children - but not any other child.

Staff will not discuss individual children with people other than the parents/carers of that child.

Information given by parents/carers to club staff will remain confidential within the setting.

Personnel issues will remain confidential to the people involved.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will remain within the setting.

The Morning & After school Clubs will comply with all requirements of the Data Protection Act.

32. CHANGES TO SESSIONS

The Morning & After School I are a Non-Profitable business which in place purely to provide a service for those parents, who require wrap around care.

Please may we therefore remind all parent's and guardian's that if you wish to cancel one or more of your child's After School club sessions then we will require **six school weeks working notice**. We will also require this in **writing**.

If we have received six school weeks working notice in writing, then you will **not** be charged for the cancelled session. However, in all other circumstances the current session fees will **still apply**.

We understand that there may be times when your child is absent from the After School Club due to unforeseen circumstances, for example Illness or another commitment. However due to the staff being in place, for the expected number of children that day, you will still be required to pay for the After School Club session irrespective of whether your child attends

On the occasions that we are forced to close the After School club for example Snow days or Sports day, you will **not** be charged for the session and the fee will **automatically** be removed from your invoice. If at the time, your invoice has already been paid in full, then the session fee will be removed from the next term's invoice.

If you have any questions or would like to discuss the above, please feel free to speak with Mrs. Dunlop.

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Approved by the Governing Body	/ /
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Chairman of Governors signature
Date	/ /

Review date	/ 2
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